Request to Use Personal Papers Collections

Any researcher wishing access to personal papers and other unpublished resources held by the Center for Adventist Research is requested to complete this form. Some donors have specifically restricted access to their resources. The following information will help the Center to follow the wishes of our donors.

PERSONAL INFORMATION

Name (print) ____________________________________________________________

Last               First

Address ________________________________________________________________

Street  City  State  Zip

Telephone Number _____________________  E-mail ____________________________

Institution _____________________________________________________________

Faculty  Grad  Undergrad  Community

Your Professor or Advisor ________________________________________________

Nature of Your Research (please complete one of the following lines)

_____ Dissertation/Thesis  _____ Research Paper  _____ Personal Interest

________________________________________________________

Topic/Title

Publication _____________________________________________________________

Topic/Title

Anticipated publication date and publisher __________________________________

Other (please specify) ____________________________________________________

I agree to abide by the Researcher’s Agreement and the Researcher’s Code of Conduct as presented on the following two pages. Failure to do so may result in the loss of privileges and other action based on the degree of non-compliance.

Signed ____________________________________________________________  Date ____________________
RESEARCHER’S AGREEMENT

In consideration of the permission granted to me by the Center for Adventist Research to review certain resources in its possession, I hereby agree as follows:

1. All ownership rights in and to said resources belong to and are reserved by the Andrews University Center for Adventist Research, and/or the depositors of the resources. Normal quotation from unpublished resources held by the Center of a couple of sentences or a paragraph is usual for scholarly work and will require no additional permission. However, if I wish to use a direct quotation of more than two paragraphs or other extensive quotations I will request permission from the Center for Adventist Research.

2. I will not reproduce, distribute copies of, or otherwise publish the contents of Center held resources, in whole or in part, in any format, including digital, without the written permission of the Andrews University Center for Adventist Research. This permission may be withheld, or, if granted, may be conditional upon compliance with conditions or requirements as specified by the Andrews University Center for Adventist Research.

3. Ellen G. White letters and manuscripts require a separate authorization and use agreement. Information is available at the Center.

4. I recognize there might be resources available for study use only, which may not be quoted for use in publications or reproduction in any form or format without permission in writing from the Andrews University Center for Adventist Research.

5. The researcher is advised that the Andrews University Center for Adventist Research may not hold the literary rights to every resource in its collection, notably correspondence. It is the researcher's responsibility to secure those rights when needed for reproduction, distribution, or publication.

6. I will give proper credit to the Andrews University Center for Adventist Research for materials located here.
RESEARCHER’S CODE OF CONDUCT

1. Notepaper, notes, a portable computer, and other needed books are all that may be taken into the Center’s Reading Room. All book bags, brief cases, backpacks, unnecessary books, and other such items, as well as food and drink, will be left outside the Reading Room.

2. All resources must be used in the Center for Adventist Research's Reading Room.

3. Researcher will handle each document very carefully with due consideration for its age and physical condition.

4. The researcher will keep everything in the exact order as found.

5. Only pencils will be used in the Reading Room. Pens, liquid-type markers, and any other writing instrument will not be used.

6. Make no marks on the resources nor erase any notations on the resources.

7. Take careful notes with regard to bibliographic information to avoid the need to handle resources more than once.

8. Upon finishing a folder or a group of folders or other resources, the researcher will return it to the CAR Reference Specialist where Center staff will receive and check those resources before any additional resources are delivered to the researcher.

9. The researcher is normally limited to one to four resources at a time as determined by the staff.

10. The researcher may make photocopies or scans of certain resources as allowed under the Center’s Photocopy and Scanning Policy and approved by CAR staff members. Center staff will make all remaining photocopies or scans subject to the provisions of the Photocopy and Scanning Policy. Certain resources may not be photocopied or scanned due to established criteria. Costs for the photocopies or scans are based on the prevailing fee schedule.

11. Please consult with CAR staff with respect to photographing Center materials.

12. Researcher should be familiar with the Center’s Patron Policies document. This document governs how materials may be used in the Center for Adventist Research. A copy is available for review at the Reception Desk.

13. Failure to follow these codes of conduct will forfeit the researcher’s privilege of using the resources, and possibly forfeit his/her privilege of using other resources in the Center for Adventist Research.