



THE UNIVERSITY OF CHICAGO

**INSTITUTE FOR THE STUDY OF
ANCIENT CULTURES MUSEUM**

West Asia & North Africa

**Institute for the Study of Ancient Cultures Museum
Registration Research Request Form**

The ISAC Museum encourages the use of its collections for research purposes. To request a research visit, please complete the following form and submit it to Helen McDonald, Museum Registrar, by email (helenmcd@uchicago.edu). Requests must be submitted **at least six (6) months** in advance of the desired dates for a research visit that involves access to the collections.

Name: _____

Institutional Affiliation: _____

Address: _____

Phone: _____ Email: _____

Preferred Dates for Research Visit: _____

Area of Research/Collections to Study: _____

** Please append an object list with details (including ISAC Museum registration number[s], in Excel if possible) obtained from our online Collections Search (isac-idb.uchicago.edu). In addition, please provide details of the search criteria used and how many items were found, in order to allow registrars to replicate the search in the back end of the database and to discover additional terms that might locate related objects.

Reason for Request: _____

Please select one:

Study Only

Permission to Publish

Possible Request for Permit to Publish

Your signature below indicates that you have read and agreed to abide by the terms and provisions of the attached Researcher Guidelines for use of the Museum Collections of the Institute for the Study of Ancient Cultures of the University of Chicago:

Signature: _____ Date: _____

Authorized for the Institute for the Study of Ancient Cultures of the University of Chicago by:

Name: _____

Signature: _____

Date: _____



Institute for the Study of Ancient Cultures Museum Registration Researcher Guidelines

1. Objects in the Museum Collections of the Institute for the Study of Ancient Cultures of the University of Chicago are administered by the Museum Registrar. Researchers should apply for permission to examine materials in the collections using the Institute for the Study of Ancient Cultures Museum Registration Research Request Form at least six (6) months in advance, and an appointment must be scheduled with the Museum Registrar. Researchers should be warned that for some classes of material (organic objects and manuscripts being two examples) it may take longer than six (6) months to schedule a visit. It should also be noted that the inclusion of an object in the online museum database does not mean that the piece is available for study. Researchers may be required to furnish satisfactory identification to the Museum Registrar.
2. Access to the Museum Collections is subject to restrictions which have been placed on certain materials. Permission to examine certain object groups, or parts of object groups, may be denied, although every reasonable effort will be made to permit access by qualified researchers who apply for permission to consult unrestricted materials in the Museum Collections.
3. Researchers agree to abide by the following rules when accessing the Museum Collections:
 - Objects in the Museum Collections may be examined only in areas designated for such use by the Museum Registrar.
 - Under no circumstances may objects be removed from the ISAC building by a researcher, or to other parts of the building outside of the Museum Registration area.
 - No smoking, eating, drinking, or gum chewing is permitted while working with the objects.
 - Handwritten notes may be taken in soft pencil only. No other writing implements are permitted. Note paper must be placed directly on the writing surface provided, and not on any objects which are being examined. Laptops and tablets can be used for note taking.
 - Personal items and other extraneous paraphernalia, excluding laptops and tablets, must be kept away from the objects and stored or placed in an area designated by the Museum Registrar for that purpose and will not be permitted in the designated examination area.
 - The researcher may not bring guests into Museum Registration or office(s) without prior permission. Authorized guests are the responsibility of the researcher and are subject to the same terms and provisions of the Researcher Guidelines agreed upon by the researcher.
 - Posting of selfies of the researcher in Museum Registration and/or photographs of objects from the collection to social media or any other online platform is strictly forbidden.

Failure to abide by the terms and provisions of the Researcher Guidelines may result in the termination of the researcher's access to the Museum Collections.

4. Documenting objects in the Museum Collections is subject to the following conditions:
 - Making photographs, sketches, measurements, etc. by the researcher FOR RESEARCH PURPOSES ONLY is possible with permission of the Museum Registrar.
 - Researchers are responsible for supplying their own equipment (i.e., cameras, etc.).
 - Digital copies of all photographs taken by the researcher must be supplied to the Museum Registrar. Photographs may be selected for inclusion in the Institute for the Study of Ancient Cultures Museum collections database, as well as made available in the online version for non-commercial research purposes when of suitable quality.



5. The researcher agrees to credit the Institute for the Study of Ancient Cultures of the University of Chicago in any written material, whether published or not, when objects in the Museum Collections have been consulted as a source of information.
6. Written permission to publish objects from the Museum Collections of the Institute for the Study of Ancient Cultures of the University of Chicago must be requested in writing from the Museum Registrar and obtained prior to publication. Theses and dissertations are subject to the permission procedure and requirement, although they are generally considered to be in a separate category from publications. Permission to include information and/or images on online websites must also be obtained in writing. In granting permission to publish materials from the Museum Collections, the Institute for the Study of Ancient Cultures of the University of Chicago does not forfeit its own right to publish the same material or to permit others to publish it. Exclusive first-rights to examine or to publish previously unpublished materials in the Museum Collections of the Institute for the Study of Ancient Cultures of the University of Chicago may be granted to designated researchers at the discretion of the authorities of the Institute for the Study of Ancient Cultures of the University of Chicago, who reserve the right to re-assign those first-rights when publication deadlines or other stipulated terms have not been met.
7. Requests to publish photographs of objects in the Museum Collections of the Institute for the Study of Ancient Cultures will be directed to the Museum Office, which handles photo requests and permissions for publication (isac-museum@uchicago.edu). Requests to publish photographs of objects from the Museum Collections taken by the researcher should also be directed to the Museum Office.
8. When permission to publish objects from the Museum Collections of the Institute for the Study of Ancient Cultures of the University of Chicago has been granted, the researcher agrees to credit the Institute for the Study of Ancient Cultures of the University of Chicago using the credit line "Courtesy of the Institute for the Study of Ancient Cultures of the University of Chicago." Failure to credit the Institute for the Study of Ancient Cultures of the University of Chicago may result in the pursuit of such remedies, legal and otherwise, which are available to the Institute. In this connection, the researcher should note that Title 17 of the United States Code, which pertains to Copyright Law, was revised in 1978. Under certain circumstances, the owners of unpublished manuscript and other materials may be protected from copyright infringement. The researcher is advised that the publication of unpublished materials without the express permission of the owner(s) may constitute violation of the Copyright Laws of the United States of America, and the copyright laws of such other countries as may participate in international copyright agreements.
9. The researcher agrees, as a courtesy in return for permission to publish materials in the Museum Collections of the Institute for the Study of Ancient Cultures of the University of Chicago, to inform the Museum Registrar in writing when a publication which cites or is based upon materials in the Museum Collections of the Institute for the Study of Ancient Cultures of the University of Chicago appears in print. The researcher agrees to give a complimentary copy of the publication(s) to the Museum Office of the Institute for the Study of Ancient Cultures of the University of Chicago, except in those cases when to do so would result in a clear financial hardship for the researcher.