



Researcher Registration Form – HMWF Archives & Collections

Thank you for visiting today. If at any time you have questions or notice a problem with the materials you are using, please don't hesitate to ask the Archivist.

The nature of your research will remain confidential, unless you expressly invite us to share your information with others having interest in the same or related topics.

*Non-identifiable statistical information regarding use of the collection is compiled quarterly for our leadership.

Please complete the following information and review/sign the *Terms of Use* on the reverse

Name _____

Address _____

Phone(s) _____

Email _____

Researcher Status

- | | |
|---|--|
| <input type="checkbox"/> Former Incarceree | <input type="checkbox"/> K-12 Student |
| <input type="checkbox"/> Family Member of Former Incarceree | School _____ |
| <input type="checkbox"/> Friend of Former Incarceree | <input type="checkbox"/> K-12 Teacher |
| <input type="checkbox"/> Business | School _____ |
| <input type="checkbox"/> Donor | <input type="checkbox"/> Undergraduate Student |
| <input type="checkbox"/> Wyoming Resident | Institution _____ |
| <input type="checkbox"/> General Public | <input type="checkbox"/> Graduate Student |
| <input type="checkbox"/> Legal Researcher | Institution _____ |
| <input type="checkbox"/> Genealogist | <input type="checkbox"/> Scholar/Academic |
| <input type="checkbox"/> Other: | Affiliation _____ |

Please briefly describe the subject(s) of interest and intended use of your research.

Opt- In:

- I authorize you to share my research interests and contact information listed above with others.
- You may not share the above information, but the Archivist may *relay/forward* other persons contact information/inquires to me, with the understanding that I have no obligation to respond.
- The HMWF staff or Board may contact me as a potential subject matter expert translator of Japanese language material, if the need arises. Please list areas/eras of knowledge or expertise:

Office Use: Identification type _____ verified by HMWF Authorized Personnel _____

Research Room Terms of Use - The Heart Mountain Interpretive Learning Center

Allowed

- Any and all questions, AT ANY TIME. You are never interrupting the Archivist.
- Pencils, note paper, and laptop computers
- Breaks (restroom, phone, access to personal belongings, meals/snacks/beverages - in allowable areas)
- Use of HMWF supplied place markers, book cradles, etc.
- Use of designated Research Room computer and/or wireless internet access (please ask for assistance)

Prohibited

- Food and beverages, including: gum, candy, lozenges, mints, tobacco, etc.
- Pens, any device containing ink or pigment, scanners of any variety, recording equipment
- Access to personal belongings (coats/bags/other) when working with collection materials
- Use of personal cameras, including phone cameras, **without prior written permission**
- Sketching, tracing, writing directly on or above (note paper may not rest on) a collection item
- Repositioning or removal of fasteners (staples, paperclips, etc.) -- please notify Archivist if these are present
- Removal from or adjustment of items in clear sleeves or altering any item, in any way
- Disturbing the order or arrangement of collection materials -- please ask for assistance if necessary
- Removal of items from table - material may not be placed on the floor, in a chair, or propped in any manner
- Removing collection material from the Research Room - NO EXCEPTIONS
- Researchers may not enter the collections storage area

Other

- Personal belongings (coats/bag/other) must be stored in the adjacent, secure Board Room (when not in use) or a designated section of Research Room. The HMWF reserves the right to examine researcher belongings prior to exiting the research area.
- All food and beverage is to be stored in your vehicle or the staff kitchen (see Archivist if access is needed)
- Please wash and dry your hands prior to working with research materials and before returning to the Research Room from all breaks. Please do not apply any lotions or hand sanitizers after washing. At the discretion of the Archivist, gloves are not required in most cases.

Gloves must be worn when handling photographs, artifacts, and artwork. The Archivist will alert you to this requirement if applicable, when materials are served. If in doubt or you encounter any of the aforementioned items, please consult the Archivist. Nitrile and cloth gloves are provided.

- Please advise the Archivist if you may need access to your cell phone during your research time. The HMWF reserves the right to restrict cell phone use in the Research Room.
- Researchers assume full responsibility for adherence to Copyright Law and liability for violations of that law
- Patrons must comply with room closures to allow staff to attend to breaks or handling priority situations (this will be coordinated with you in advance, when possible)

Reproduction, Self-Capture, Use, and Publishing Requests

Reproductions, use of personal equipment to photograph/image collection material, and permissions/ licensing to publish (including web use) are handled by a separate application form and are subject to review and approval.

NOTE: The HMWF does not own the intellectual property rights to all the materials within the collection and may not be able to authorize its use. Fees may apply. Allowable reproductions furnished by the HMWF will not be available the same day of your visit, but will be delivered electronically once ready.

I have read the HMWF Research Room Terms of Use and agree to abide by them.

I understand that failure to comply with these rules may result in denial of access to collection material.

Researcher Signature & Date