

Springfield College Archives and Special Collections Department
Application for Using Archival and Manuscript Collections

PERMISSION TO EXAMINE - Permission to examine material will be granted to researchers upon completion of this application form and agreement to abide by the following guidelines. Permission is granted subject to all restrictions placed on the material by the College or the donor.

NONDISCLOSURE OF CONFIDENTIAL INFORMATION - Researchers using unprocessed collections may come in contact with records that contain private or restricted information about individuals or organizations. It is important for you to understand that you may not convey this information to anyone by any means.

PROTECTION OF MATERIAL - Researchers are responsible for safeguarding material made available to them. Researchers may not remove material from the Archives and Special Collections Department or rearrange its order. Pencils only may be used. Material should not be leaned on, written on, folded, or handled in any way likely to damage it.

PERMISSION TO PUBLISH - Permission to examine material is not authorization to publish it. Separate written application for permission to publish needs to be made to the College Archivist. Researchers who plan to publish their work should inquire about restrictions on publication before beginning their research. To the extent that it may properly do so, Springfield College will ordinarily grant publication rights to applicants. In granting permission to publish, Springfield College does not surrender its own right to publish any of the material from its collection or grant permission to others to publish material. If permission to publish is granted, the location of the cited material shall be indicated in the published work. A copy of all publications that rely on material in Springfield College Archives and Special Collections Department should be presented to the College Archivist as soon as the work is published. Springfield College does not assume any responsibility for copyright infringement of material for which the copyright is held by others.

PHOTODUPLICATION - The College Archivist will consider photoduplication requests on a case by case basis.

Full name (please print) _____

Address _____

Phone _____ Email _____

Institution and Position _____

SC ID# or Driver's Lic. # _____

Proposed research topic: _____

I agree to abide by all requirements, terms, and conditions imposed by Springfield College on my use of archival and manuscript material. Further, in consideration of my being granted permission to examine material on the terms set forth above, I agree to indemnify and hold harmless Springfield College, its officers, employees, and agents from and against any liability, damage, loss, or expense (including reasonable attorneys' fees and expenses of litigation) incurred or imposed upon any of them in connection with any claims and actions arising out of my use of material in the Springfield College Archives and Special Collections Department.

Signature of researcher

Date

Signature of College Archivist

Date