

Appendix A

LITTLE BIG HORN COLLEGE ARCHIVES

PO Box 370
Crow Agency, Montana 59022
(406) 638-3182

RESEARCHER APPLICATION

NAME: _____ DATE: _____
(please print)

Local Address: _____

Phone: _____

Institution or other research affiliation (if any) and department :

Check the most applicable:

- | | |
|---|--|
| <input type="checkbox"/> Staff | <input type="checkbox"/> Alumnus |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Crow Community Member |
| <input type="checkbox"/> Graduate Student | <input type="checkbox"/> General Public |
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Other |

Subject and Description of Proposed Research:

Materials Requested:

I have read the attached rules for the use of the archives and agree to abide by them.

Signature of Researcher: _____ Date: _____

Accepted by
Signature of Archivist: _____ Date: _____

Appointment for use of unprocessed materials: _____
(date) (time)

PLEASE NOTE: FOR UNPROCESSED COLLECTIONS, TWO DAYS PRIOR NOTICE MAY BE REQUIRED FOR PATRON USE OF MATERIAL.

RULES FOR THE USE OF THE LITTLE BIG HORN ARCHIVES

Due to the special nature of the materials in our collections. we request that you observe the following rules:

- All users must sign in the log daily.
- Eating, drinking, and smoking are not permitted in the Archives reading room.
- Only pencils and word processors may be used for taking notes. No pens or ink of any kind are allowed while examining the Archives materials.
- Coats, briefcases, backpacks, handbags, and other personal property must be left with the Archives staff.
- All collections must be used on the Archives premises. Archival materials may not leave the building. The Archives reserves the right to inspect all personal belongings before a user leaves the Archives building.
- All materials must be handled with extreme care. The user is responsible for safeguarding any materials used. It is against the Archives policy to mark, fold, crease, bend, or alter materials in any way. The original order of the materials as they are presented to the user must be retained. In certain cases, users may be required to use microfilm or other copied formats of original materials.
- The Archivist must be consulted before any photocopies of archival materials are made.
- Any restrictions regarding use and access placed on collections by either the donor or the Archivist must be respected.
- All users assume full legal responsibility for observing copyright, libel, privacy, and property rights law. The Archivist should be consulted if a user has any questions regarding these responsibilities.