



# Northeastern University

## University Libraries

### 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 University or the donor. Consideration will be given for access to restricted collections when a written request and brief research proposal are submitted to the University Archivist and written approval on NU letterhead has been obtained from the appropriate individual in the office of origin or the appropriate individual now responsible for the function performed by the defunct office of origin. Researchers seeking to do aggregate research will be required to sign a statement ensuring that they will not reveal the personal identity of individuals.

**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 that is likely to damage it.

**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.

**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 University 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, Northeastern University will ordinarily grant publication rights to applicants. In granting permission to publish, Northeastern University 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 Northeastern University Archives and Special Collections Department should be presented to the University Archivist as soon as the work is published. Northeastern University does not assume any responsibility for copyright infringement of material for which the copyright is held by others.

**PHOTODUPLICATION** – The University Archivist will consider duplication requests on a case by case basis.

Full name (please print) \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Institution and Position: \_\_\_\_\_ Email: \_\_\_\_\_

NU ID # or Driver's Lic.# \_\_\_\_\_ Research purpose: \_\_\_\_\_

Proposed research topic: \_\_\_\_\_

I agree to abide by all requirements, terms, and conditions imposed by Northeastern University 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 Northeastern University, 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 Northeastern University Archives and Special Collections Department.

\_\_\_\_\_  
Signature of researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of University Archivist

\_\_\_\_\_  
Date