



Puyallup Tribe of Indians

HISTORIC PRESERVATION DEPARTMENT



RESEARCHER AGREEMENT FORM

NAME (PRINTED): _____

TRIBAL/BUSINESS/GOVERNMENT AFFILIATIONS: _____

RESEARCH TOPIC(S): _____

To protect the Puyallup Tribe's Historic Preservation Department materials the following items **are not** permitted at the tables while researching:

tobacco

coats and hats

clipboards

food and beverages

purses and bags

pens or highlighters

chewing gum

stick-on notes

electronic scanners

- If a separate space for personal belongings is not available, personal possessions may be kept on the floor next to your research space, but never on the table. Researcher will step away from research area to access personal belongings.
- Pre-written notes must be on loose paper (not on a pad or in a notebook).
- The staff must stamp your notes to identify them as belonging to you. Stapled notes can be stamped once on the back. Pressure sensitive notes, such as Post Its, must be removed or stapled to the page.
- You may not bring items such as books, magazines, or newspapers unrelated to your research. Exceptions can be made at the discretion of the staff for materials closely related to your research. Excepted materials will be stamped or tagged.
- Computers, cameras, camera phones, voice recorders, tablets may be used with prior permission from departmental staff.
- Please make sure your hands are clean prior to handling archival material. Avoid applying creams or lotions to your hands immediately before handling materials as the oils can transfer and cause considerable damage. After eating, please wash your hands before handling materials.

- While material is in your hands, it is your responsibility. Handle with care. Do not write on documents or erase material. Notebooks or paper used for taking notes must never be placed on top of archival materials.
- Review one box at a time and remove only one folder at a time from an archival box. Mark the folder's place with the archival tab provided. If you suspect a mistake in arrangement, call it to the attention of the archivist. Do not rearrange the materials yourself.
- Ask the archivist to show you how to specify material for photocopying. **All photocopying is done by staff.**
- A minimum advance notice of two business days is required for researcher appointments.
- Research hours are open for appointments from 10am-noon and 2:00-4:00pm, with the last file pull at 3:30pm. The Historic Preservation Department is closed for research from noon-2pm with no exceptions.
- Any researcher wishing to publish from the Puyallup Tribe's Historic Preservation Department materials agrees to obtain permission prior to publication from the archive and from all holders of copyright. The researcher agrees to accept full responsibility for complying with laws enacted to protect copyright, intellectual property, and privacy rights.

I agree to observe these rules as a condition to present and future use of materials in the archives.

SIGNATURE: _____

DATE: _____

Please note:

The Historic Preservation Department reports visitors' names, affiliations, and research topics to Tribal Council.