Collections & Archives

Archive Request Form

Please complete this form when requesting access to specific archival records/materials.

Affiliation:

Select all that apply

- ☐ TMC Student
- ☐ TMC Employee
- ☐ TMBC Community Member
- ☐ No tribal affiliations
- ☐ *Citizen/descendant of another tribe
- ☐ *Researcher

Name:

Contact Info:

Phone:

Address:

Date:

*Other Tribe / Organization:

Purpose of Request:

- ☐ Personal use
- ☐ Publication Research
- ☐ Academic Research
- ☐ Exhibition Research
- ☐ Other _____

If the request purpose is for research, please provide general information about the research. (i.e. topic, brief description, etc.) *Attach additional pages as necessary.*

_____

_____

_____

_____

_____

_____

Materials Requested

Do you intend to request physical copies? If so, how many? ☐ No ☐ Yes, _____

Digital copy? ☐ No ☐ Yes; Email/Fax

_____

Collection: _____

ID (if applicable): _____

_____

Description: _____

_____

Please attach any further documentation.

Requested Time

Please write the dates/times you request to have access to the materials. Please be mindful of staff & facility availability.

_____/_____/_____ **through** _____/_____/_____
Start Date *End Date*

_____: _____ A.M. / P.M. **to** _____: _____ A.M. / P.M.
Start Time *End Time*

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Archive Guideline / Agreement

1. All research using TMCCA material must comply with and present approval from:
    a. Tribal Nations Research Group (TNRG)
    b. Turtle Mountain College Research Committee
2. Under **no circumstances** may original TMCCA Archive Material:
    a. Be removed from the grounds of the TMC Campus.
    b. Be exposed to extreme conditions, including in direct sunlight, under flash photography, or in any uncontrolled environment without proper storage.
3. Under **no circumstances** may original **OR** copies of TMCCA Archive Material:
    a. Be used for **ANY** commercial / for-profit purposes.
4. With specified guidance / supervision / approval, a requestor may:
    a. Handle original materials with the utmost care, including wearing approved gloves.
    b. View / watch / listen to archive materials using equipment provided by TMCCA, TMC Library, or other TMC Dept.
5. Any promotion, publication, or educational materials produced using TMCCA materials must be properly credited:
    a. Example: "**Name of materials** provided by Turtle Mountain College Collections & Archives."

By signing below, you affirm that the information you provided is true to the best of your knowledge, and that you understand and agree to all of the applicable stipulations listed above.

_____ _____

Requestor Signature *Date*

_____ _____

Curator Signature *Date*