



GILCREASE
M U S E U M
*Helmerich Center for
American Research*

REQUEST TO CONDUCT RESEARCH AT HCAR

PLEASE PRINT CLEARLY

I hereby apply for the use of: _____
COLLECTION NAME

YOUR NAME

MAILING ADDRESS 1

MAILING ADDRESS 2

PHONE

FAX

EMAIL

INSTITUTIONAL AFFILIATION and STATUS (if applicable)

I have read, agree and understand the *Research Associate Guidelines* governing the use of Gilcrease collections and hereby make application for the use of the collection specified above.

I have completed the Research Associate Application. It is an accurate description of the work which will include Gilcrease collections.

I agree to publish no portion of this material without the written permission of Gilcrease Museum in partnership with the University of Tulsa. I also assume sole responsibility for any infringement of the literary, copyrights, or other rights pertaining to this material.

SIGNATURE

DATE



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Research Associate Guidelines

The following guidelines are observed by Research Associates. Failure or refusal to follow these guidelines will result in loss of research privileges.

No food or drink is allowed in collection areas.

Laptops, PDAs, and tablets may be used in collection areas.

Only items necessary for research are allowed in the collection areas. All bags, purses, backpacks, computer cases are subject to search by Security before and after entering collections areas.

Cell phones may be used in collection areas, but taking photos is prohibited.

All research will be done in the assigned space. No object may be removed from the collections area by the researcher. A staff person must transport any objects outside the collections room (eg. to photography or conservation). Materials may not be borrowed, checked out, or taken to other areas of the building.

Pencil and paper for note taking are permitted. Laptops are permitted. Handwritten notes must be taken in pencil. Pens and hi-lighters are not allowed under any circumstances.

Due to limited department staff, the times for research are subject to mutual agreement with the designated staff liaison.

Please handle materials with care. It is your responsibility to be familiar with and follow the museums policies and procedures. Failure to comply will result in termination of the research agreement.

The use of cameras is prohibited in the museum, if reproduction of an item is needed; please see the Librarian for referral to the *Rights & Reproduction* Department.

Any damage to an object or equipment must be reported immediately to the staff liaison.

A copy of all notes pertaining to the collections will be provided to the Gilcrease museum at the end of the project as part of the associate's final report.



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Research Associate Application

1. Provide a one-page synopsis of your project:

2. When would you prefer to do the work?

3. Please estimate how many days you will need access to Gilcrease collections.

4. What kind of space and equipment do you need?
 - a. What will you supply?

 - b. What will you need from the Gilcrease?

5. Is your project funded by a grant or other resources? (Please submit a copy of the approved grant proposal).

6. How will the results of this research project be disseminated?

Submit the completed form to:

Renee Harvey
Gilcrease Archives Librarian
2501 W. Newton Street
Tulsa, OK 74127-2100
Phone: 918.631.6442
renee-harvey@utulsa.edu