



CONDITIONS OF ACCESS

RESEARCH MATERIAL - ARCHIVES - COLLECTIONS

RESEARCHER/GUEST INFORMATION

Name	
School / University / Organization (if applicable)	Email
Mailing Address	Daytime Telephone Number ()
City / State / Zip	Evening Telephone Number ()

DAY(S) OF ACCESS

<input type="checkbox"/> One-time visit	Date: _____
<input type="checkbox"/> Multiple visits	Dates: _____ From: _____ To: _____

CONDITIONS OF ACCESS (RULES & GUIDELINES)

1. All researchers must check-in upon entry and check-out upon exit by authorized staff.
2. Access to the Collections will be allowed only during regular operating hours of the National Japanese American Historical Society from 10:00am to 5:00pm, Monday through Friday.
3. Walk-in researchers are granted access to NJAHS' library and research collections located in the NJAHS Peace Gallery and Conference Area; requests for access to Archives and Collections must be made at least one week in advance of the day of the visit.
4. Researchers are not authorized to borrow or remove NJAHS research items from the Library, Archives, or Collections.
5. All guidelines for handling research, library, Archives, and Collections objects/materials must be followed by all NJAHS researchers; this includes no food or drink in proximity to research materials.
6. The National Japanese American Historical Society reserves the right to receive upon request the following as a condition for granting access to the collections:
 - a. Copies of any notes, measured drawings or photographs taken on or of objects or records in the collections.
 - b. Copies of completed research papers and publications deriving from work or research of the collections.
 - c. Copies (e.g. dvd, cd-rom, vhs, hi-8, etc.) of completed media (e.g. films, documentaries, audio/visual presentations, etc.) containing photographs or any references of the materials accessed from the collections.
 - d. Copies of formal reports and other published materials based solely or largely on research conducted on the collections.
7. The National Japanese American Historical Society will be properly credited for any work (e.g. publications, scripts, plays, movies, etc.) resulting from research based on materials in our collections.
8. Purpose of access must be disclosed by the user (i.e. academic research, private use, etc.) – *please be specific:*

I have read and agree to abide by the above conditions of access.

SIGNATURE

DATE

RECEIVED BY NJAHS REPRESENTATIVE

DATE