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APPLICATION FOR USE OF RESEARCH FACILITIES

 Date:

Name (First and Last):

Street Address:

City, State, Zip:

Phone Number:

Local Address:

City, State, Zip:

Identification:

Subject of research or inquiry:

 Purpose of Research:

I have read the "Rules Governing Use of the Archives" listed on the **reverse side** of this form and agree to abide by them.

(Signature of Researcher) (Date)

We attempt to inform researchers of others with similar research interests. Do you object to having your name and information about your research topic made available to others working in the same area? [ ] Yes [ ] No

# Rules Governing Use of Archives

The purpose of the SLAC Archives, History & Research Office is to preserve and maintain the historic, permanent, non-current records of the Laboratory and to make these materials available for research. In an attempt to achieve these purposes the following rules govern the use of material.

# Use of Materials

1. Researchers must fill out and sign an application form per research topic, and must provide acceptable identification (valid driver's license or ID card with photograph)
2. All briefcases, purses, coats, and other personal articles are to be deposited with the Archivist. Only paper and **pencils** may be used in the research area **(the use of ink is prohibited).** The Archives reserves the right to inspect all research materials and personal articles before a patron leaves the Department.
3. Laptop Computers, tape recorders, film/video equipment may be used in the research area; however use must be approved in advance. Any cases for such equipment must be deposited with the Archivist.
4. All materials must be consulted in the Research Area **only,** and may not be taken from the Archives. Patrons will receive one box at a time.
5. No food or beverages are allowed in the Archives, and smoking is prohibited.
6. The researcher is responsible for the careful handling of all materials made available. Records are to be maintained in the order in which they are received by the researcher. Do Not Rearrange Papers. Archival materials may not be leaned on, written on, traced over, or handled in any way that may damage them.

# Duplication, Publication, and Citation

1. A limited quantity of scans or photocopies of materials can be provided as staff resources allow.
2. Permission to cite SLAC archival material must be sought, in writing, on a case by case basis. In the event that material from the SLAC Archives becomes a source for publication or a public use film or video, the Archives, History & Records Office requests a copy of the final form.

For citations in published or in unpublished papers or visual works, this repository should be listed as the SLAC National Accelerator Laboratory, Archives, History & Records Office, Stanford, CA. Preferred formats are:

 Office of the Director; W.K.H. Panofsky Records. Series III (Project M), Subseries A (Administrative Files). SLAC

 National Accelerator Laboratory, Archives, History & Records Office, Stanford, CA.

 SSRL Division, Office of the Associate Director; Arthur Bienenstock Records. SLAC National Accelerator

 Laboratory, Archives, History & Records Office, Stanford, CA.

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 SLAC Archives, W. Zawojski photo

1. In the event that this research becomes a source for publication, or a film or video, the Stanford Linear Accelerator Center Archives and History Office requests a copy of the final published form.

# Restrictions on Use

1. The Freedom of Information Act (5 U.S.C. 552), as amended, provides for making information in executive branch records available to the public unless it comes within specific categories of matter that may be exempted from public disclosure (see Archivist for exemptions). In addition, for the protection of the collections, the Archives reserves the right to restrict access to fragile materials. In these cases, copies may be substituted for originals.