



**Stewart Indian School Cultural Center and Museum  
Patron/Research Request Registration Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Tribe/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**User Description (check one)**

\_\_\_\_\_ Academic \_\_\_\_\_ Commercial \_\_\_\_\_ General Public \_\_\_\_\_ Alumni

\_\_\_\_\_ Museum \_\_\_\_\_ Other (specify) \_\_\_\_\_

**Nature of Research (check one):**

\_\_\_\_\_ Paper/thesis/diss. \_\_\_\_\_ Publication \_\_\_\_\_ TV/Film

\_\_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_\_\_ On-site visit \_\_\_\_\_ E-mail request \_\_\_\_\_ Phone request \_\_\_\_\_ Mail request

**Description/Notes/Materials accessed:**

---

---

---

---

---

---

---

---

---

---

**Researcher completing request** \_\_\_\_\_ **Date completed** \_\_\_\_\_

## Guidelines for Using the Materials

1. All patrons must register (this form) showing current photo identification and signing patron daily log.
2. Due to preservation concerns, food, drinks, and smoking are not permitted in the research area.
3. Please use only one folder at a time.
4. Use of ink is prohibited, please take notes in pencil. Backpacks and purses will be locked in a secure cabinet. You may only take pencil and paper.
5. To preserve the originals for future use, please make no marks or erasures or changes in the records.
6. A research fee of \$10/hour will be charged in addition to the cost of reproduction of photos for all research conducted on your behalf by the museum staff.
7. Photocopies of materials may be requested. The cost for this service is \$.10/ per black and white copy and \$1.00 per color copy. All fees must be paid in full prior to copies being produced.
8. These materials are offered for reference use only. The patron agrees to publish no portion of them without the written permission of museum director and assumes full responsibility for any infringement of the literary rights, copyrights, or other rights that pertain to these materials.
9. Citations should follow this format: identification of item, name of collection or record group, Stewart Indian School Cultural Center and Museum, Carson City, NV.
10. The patron must read and sign this form before using the records. By signing this form, the patron acknowledges responsibility to observe the above guidelines.
11. The Stewart Indian School Cultural Center and Museum provides its collections for use in every way consistent with good scholarship, productive research, and archival preservation. We reserve the right to refuse any research request that does not fit within our research policies. Your comments and suggestions are welcome.

*By signing you acknowledge the rights and responsibilities as a patron of museum.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Copies made and paid for:** \_\_\_\_\_