

Glenn A. Black Laboratory of Archaeology
Collection/Work Area Access

The site records, documented cultural assemblages, and related materials curated by the GBL represent the results of many years of work and a substantial expenditure of funds in the effort to understand an otherwise undocumented segment of cultural attainment and human adaptation in Indiana. Not only are they of consequence in support of our current research and educational programs, but there is a recognized professional and ethical responsibility to maintain them in an orderly manner so that future generations of scholars may benefit from our current efforts. Maintaining the collections and records also fulfills an implicit obligation to the general public which has sanctioned and supported archaeological endeavors for many decades and is the audience that will ultimately benefit by the preservation of our National Heritage and the increased knowledge of the past.

Individuals and groups have legitimate need to gain access to information curated in the Laboratory. We must recognize and meet the requests, which represent a proper and appropriate use of our resources. Proper and appropriate uses are deemed to be those that serve research and educational functions or provide assistance to those who must comply with federal and state preservation regulations.

We must also recognize that a segment of our population views portions of the collection as having other than scientific value. Therefore, we should be conscious of those views and deal with such materials in a manner that is respectful of those attitudes.

In the fulfillment of the foregoing, the following policies and procedures governing access and use of collections will be implemented by all personnel without exception:

1. Unlimited access to the collection/study areas is restricted to faculty, research ranks, staff, graduate assistants, and Prehistory Research Fellows who have formal appointments in the Laboratory, University Administrators to whom the Director of the Laboratory reports, and others who have been authorized by the director to assist in work that complements academic and career objectives.

2. All other requests for access, including the use of site survey files, collections, maps, or any other records will be made in writing. The document will indicate the affiliation of the applicant, the purpose of the intended use of data, the nature of the data required, and the period during which access is sought. Such written documentation will be submitted to the director for decision at least seven days in advance of need. An access request form can be provided.

Use of these data shall be for purposes of research and shall not be for commercial purposes. If these data are to be used for commercial purposes, such as environmental reviews and other historic preservation activities required by law and regulations, they will be furnished in the form of a written report. Such a report will be prepared by a qualified member of the Laboratory staff, and the client will be charged the prevailing hourly rate (\$75.00 per hour and \$275/person/day, inclusive in 1995) for the time taken to prepare such report.

3. The Great Lakes Ethnohistory Archive is available to all qualified researchers upon application to the Director. It is open from 08.00 to 12.00 and 13.00 to 16.30 Monday through Thursday when Indiana University is in session (Fall and Spring terms, University holidays excepted). Every effort will be made by the staff and fellows of the Laboratory to facilitate the use of this unique resource by scholars and students.

Unlimited access to the Library and Archives of the Glenn A. Black Laboratory of Archaeology is restricted to those individuals enumerated in §1 above. Use of the Library and Archives by other scholars is by application, in writing, to the Director. The Director will give permission, as a matter of course to Indiana University students and faculty to use printed and microfilm materials and numbers of journals not duplicated in the IU Bloomington Graduate Library. Generally permission will not be granted if the materials sought are in the collections of the IU - Bloomington Graduate Library.

The Director may grant access to the papers and other documents held in the archives of the Laboratory to qualified students and scholars who require such access as a part of their research. In no foreseeable case will volumes, journals, or papers from the Glenn A. Black Laboratory Library or Archives be loaned to any individual or to any institution within or without Indiana University. Moreover, permission must be sought from the Director, in each case, to duplicate any materials held in the Laboratory library and archives. Generally such permission will be granted if copying will not damage the book or document and is not contrary to law.

4. Access by individuals authorized in the above (3) will be supervised by a staff member, designated by the director, who will make available only those materials stated to be of concern in the written request.

5. No records or portions of the collection will be removed from the building without the prior written approval of the director.

6. All personnel are responsible for insuring that only authorized individuals are in the work areas and security measures will be maintained at all times to meet the stated obligation to preserve the integrity of the collections.

7. Individuals working in the Laboratory at times other than regular hours of operation (8 am - 5 PM M-F, holidays excepted) will make sure that all doors are locked and all alarms are properly set when they leave the building. Failure to comply with this rule will result in loss of the privilege and the ability (keys and alarm codes) to gain access to the building after normal working hours.

8. All individuals working under your direction will be informed of the above policies and procedures.

James H. Kellar
Director
3/4/83

Revised
20 September 1990
22 August 1991
Christopher S. Peebles
Director

Approved
George E Walker
Vice President for Research & Dean, University Graduate School
1 October 1991