



# Researcher Registration Form

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PERMANENT ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

**EMPLOYER/AFFILIATED INSTITUTION:** \_\_\_\_\_

**DESCRIPTION OF RESEARCH PROJECT:** \_\_\_\_\_

**PURPOSE OF RESEARCH:**  ACADEMIC PUBLICATION  NON-ACADEMIC PUBLICATION  EXHIBITION

MEDIA  MA/PhD THESIS/DISSERATION/PROJECT  CLASS ASSIGNMENT/TERM PAPER

OTHER \_\_\_\_\_

**ANY SPECIAL REQUIREMENTS?** \_\_\_\_\_

## THE TATA CENTRAL ARCHIVES USER POLICIES

The Tata Central Archives (TCA) is open from Monday to Friday, 10:00 to 17:00 pm excluding public holidays. Visits to TCA must be scheduled in advance and supervised by the Archivist or an official representative of TCA. All visitors requesting use of archival material must complete and sign this form.

All non-essential belongings including coats, bags, purses, backpacks, briefcases, computer carrying cases, must be checked with staff. No food or drink is allowed.

The use of pens is not allowed, as they can damage the records. Pencils will be provided upon request. Gloves may also be provided, if deemed necessary due to the nature of the materials.

Archival material is highly fragile and vulnerable to improper handling. To minimize any damage, original documents must remain on the desk and separate from researcher's notes. Documents must not be marked, rearranged, removed from their folders, or taken out of the Reading Room. Only one box at a time will be delivered; researchers should look through records one folder at a time, maintaining the order in which they were received. Researchers are requested to notify the Archivist if anything appears to be out of order; do not rearrange them yourself.

In case of fragile Records digital copies will be made available to the Researcher.

All references to materials in the collections should be acknowledged as **“Courtesy Tata Central Archives.”**

Use of mobile phones and digital cameras must be approved and monitored by the Archivist. Permission to photocopy will be subject to the physical condition of the records and copyright legislation. Photocopies are not to be used for any purpose other than private study, scholarship, and research.

Ask the Archivist for information on the researchers fees and cost of duplication of Records .

It is the responsibility of the researcher to secure permission to publish, reprint, or reproduce materials from the Archives. The researcher assumes responsibility for conforming to the laws of libel and copyright. One gratis copy of any publication resulting from extensive research or including documents held at the Archives must be deposited at the Tata Central Archives.

### **ACKNOWLEDGEMENT**

I have read and agree to abide by the rules for using the Tata Central Archives and corresponding Records. I am aware that infringement of TCA policies may result in legal action and from being excluded from using the Records in the future.

Please be advised that the publication or reproduction of any materials provided by TCA is strictly prohibited without the express prior consent. I shall acknowledge the use of the Tata Central Archives in any publication which may result from my research through correct citation of sources. TCA does not subscribe to the views and ideas concluded in my research/project/published material/audio visual material.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### **FOR INTERNAL USE ONLY**

**ARCHIVES REQUEST VIA:**  VISIT  REGULAR MAIL  E-MAIL  TELEPHONE  WEBSITE

**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_