Information Request

Julia Cousins Laning and Dale Laning
Archives & Research Center

City of Venice
Division of Historical Resources

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Venice, FL 34285
941-716-7255
archives@venicefl.gov

Please allow up to <u>one week</u> for a reply.
A staff member will contact you by email or
phone to discuss your request. Materials
are made accessible **BY APPOINTMENT**

To be completed by requester

Name _____   Date _____

Street address _____

City _____   State _____   Zip _____

Email _____

Primary phone _____   Secondary phone _____

Purpose for information

☐ Personal research   ☐ Research for publication*   ☐ Academic research**   ☐ Other

* **Deadline for information for publication or academic research: _____

*Name of publication: _____

Information Requested

Please be as <u>specific</u> as possible with the subject, date/time period and location.

Subject(s)/person(s) _____

Date(s)/time period(s) _____

Location(s)   ☐ Venice   ☐ Nokomis   ☐ Laurel   ☐ Osprey   Other _____

Street address _____

Other pertinent info: _____

Collection type(s) ☐ Objects ☐ Archives ☐ Photos ☐ Published Materials (books, newspapers, etc.)

<mark>*(Requester must **READ** and **SIGN** agreement on reverse side)*</mark>

Rev. 7/21

Research Agreement

The Julia Cousins Laning and Dale Laning Archives & Research Center (Archives & Research Center) is committed to protect, preserve, and make its collection of historical materials relating to the Venice area available for research. Thus, all materials must be used in accordance with the research policy of this institution. Archives & Research Center requires all researchers to complete this Research Agreement form, which acknowledges compliance with the research policy.

1. Archives & Research Center will require the researcher to observe the following policies and procedures:
    A. **NO pens, highlighters, food, drink, sticky notes**, or other unapproved items; use **PENCILS ONLY** and notepaper.
    B. **NO computers, cameras, scanners, cell phones**, or other devices unless preapproved by curator.
    C. Wear gloves, when deemed appropriate by curator; otherwise, wash hands before handling collection materials.
    D. Open only one box or bound volume at a time.
    E. Remove and open only one folder from a box at a time; use "out cards" to mark location of folder(s) being reviewed; return folder(s) to marked location in box.
    F. Keep records in order and flat on the table at all times.
    G. The number and type of personal belongings may be restricted.
    H. Archives & Research Center has the right to search all property in the researcher's possession upon arrival and departure including, but not limited to, suitcases, briefcases, handbags, envelopes, packages, and devices.
    I. Acceptable identification may be required of any researcher wishing to utilize the collection.
    J. Archives & Research Center will uphold ethical standards of conduct for researchers.
    K. Access may be refused to any researcher who has demonstrated carelessness or deliberate destructiveness as to endanger the safety of the material.

2. Archives & Research Center will not charge fees for making materials available; however, fees may be charged for reproduction services, including paper, electronic, or photographic copies. All reproductions will be made by staff, and in accordance with statutory authority, including copyright law.

3. Access to unprocessed or physically vulnerable materials may be limited or refused, but will be provided in the case of public records, or will attempt to provide, suitable reproductions in place of the originals. Some public records may be legally restricted, in which case Archives and Research Center will adhere to Florida's public records law.

4. Archives & Research Center will honor all legal obligations to donors regarding privacy or confidentiality agreements.

I have read, understand, and agree to abide by the above research policy.

Date _____   Signature _____