

HONOR THE COLORS

Iowa's Civil War Battle Flags

Learn more at:
www.iowaflags.org

Researcher Registration Form - Battle Flags -



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RESEARCH POLICY

The State Historical Society of Iowa makes the battle flag collection available to researchers and scholars to an extent that is practical and consistent with the goals and best interest of both the SHSI and the collection. Researchers may use the battle flag collection of the SHSI provided that they have a stated research goal with an educational, public or genealogical purpose; can demonstrate an appreciation of the unique and delicate nature of the resource; and can conduct research in a responsible manner.

Additional information about research at the SHSI is listed on the back of this sheet. All researchers must complete the registration information below, read the entire research policy, and sign the bottom of this sheet before they are allowed access to the collections.

REGISTRATION INFORMATION

Name _____

Title _____

Institution _____

Street Address: _____

City _____ State _____ Postal code _____ - _____

Telephone (Home) _____ Telephone (Work) _____

E-mail Address _____

Driver's License or Student ID Number _____

Status (check one) _____ museum member; _____ student; _____ researcher, academic; _____ other

Reason for Research (check one)* _____ class paper; _____ thesis; _____ dissertation; _____ genealogy;
_____ professional publication; _____ book; _____ magazine article; _____ CD-rom; _____ Web;
_____ personal use; _____ exhibit research; _____ other (please describe) _____

Research Topic _____

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* Permission is not granted to commercially publish physical documentation information requested for personal use, study, exhibit research or academic research. Permission to subsequently reproduce the physical documentation for commercial use, including but not limited to the world wide web, must be obtained in advance from SHSI. A fee will be assessed for all publications.

Read and sign the bottom of the registration form.

Send to: Collections Manager, State Historical Society of Iowa, 600 East Locust Street, Des Moines, IA 50309-9968

The above information is not sold or dispensed to any other entity.

Original to Accession File, copy to Researcher File (current year)

POLICIES

All requests for research privileges and appointments must be made in advance so that the SHSI staff may make arrangements, assemble the requested flag(s), and schedule staff time. Requests and appointments must be made in writing. The last Wednesday of each month is reserved for researchers. No researcher should assume that they would have immediate access to the collections without a scheduled appointment.

While the battle flag collection is available for research, SHSI reserves the right to restrict research on any item in this collection and may, in some instances, require and check references before a researcher is given access to the collection.

All researchers will be required to complete the registration form on the front of this sheet. Upon arrival, the researcher will be required to provide identification that confirms a current permanent address and identification number to ensure the security of both the collection and SHSI staff.

Researchers will not be permitted to have suitcases, briefcases, cameras, purses, backpacks, file folders, books, hats, coats or any bulky items in the collections storage or research areas. These items must be checked at the Collections Manager's office. Researchers may bring into the research area only those materials essential for research (paper, pencils, previous notes or approved laptop). Cameras, cell phones (with or without digital imaging capabilities) and recording devices of any manner are strictly prohibited. There will be **NO EXCEPTIONS**. Researchers will be monitored at all times for security reasons. An appropriate staff person will remain with the researcher at all times.

Researchers and students may use the SHSI's research facilities without charge. SHSI staff may be able to perform some very limited reference for you. Staff research will depend upon available staff time and scope of research.

Large scale (larger than 8 x 8') or flags requiring extra precautions in moving and/or handling will be available only on Mondays between 9:00 and 1:00. A fee of \$30.00 will be assessed due to the need for extra staff, space and security requirements.

Researchers may request permission to photograph the flags in the SHSI's collection. The researcher and photographer will also be required to sign a Rights and Reproduction form stipulating any pertinent restrictions on the use of the photographs, credit lines to be given and transfer copyright to SHSI. A release of copyright must also be signed. SHSI also requests a complimentary copy of images. If SHSI has an image(s) of an object the research will be required to use those images. A Rights and Reproduction form must be completed.

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USE OF COLLECTIONS

The battle flag collection of the SHSI is available for use from 7:30 to 1:30 p.m., Monday through Friday by appointment only. The last Wednesday of each month is reserved exclusively for researchers. The use of the collection is subject to the following regulations:

- Materials can only be viewed in storage, therefore, an appropriate staff member will accompany the researcher at all times.
- Only pencils may be used. Use of any sort of pen or indelible pencil is strictly prohibited.
- All materials will be handled by SHSI staff only.
- Theft or mutilation of materials is a crime that will be prosecuted.
- The flags must remain flat on their storage tray with their Mylar cover in place during use.
- No elbows, papers, books or other objects may be placed upon the flags. Under no circumstances may the researcher write on top of any flag. If more table space is required, ask the attending staff person for assistance.
- The SHSI will issue gloves to researchers if approval has been given to handle the flags.
- No markings of any kind are to be added to or removed from the flags.
- Only one flag at a time may be viewed.
- Any person with extreme allergies to dust, fiber (silk, cotton, wool), dyes or mothballs must be aware that exposure to these allergens is probable.

Photocopying services are available. Accessible information from the accession file or catalogue card can be provided for nominal fee of \$.25 per page for 8 x 10" or 11 x 14" sheets and \$.35 per page for 11 x 17" sheets. Copy prints of photographic images may be requested. Ask a staff member for a price list.

Certain materials may be protected by copyright. SHSI asks that all researchers submit a complimentary copy of any final research project that contains references to the battle flag collection.

I have read and agree to comply with all the above-stated research rules and restrictions of the State Historical Society of Iowa.

Signature _____ Date _____

Printed _____