



REQUEST FOR ACCESS TO TARL COLLECTIONS AND RECORDS

Name of Researcher _____

Email contact _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____ Work _____

Title of Research Project:

Purpose of Research (please copy and paste a summary of your proposal here. Email the complete version to marybeth.tomka@austin.utexas.edu):

Collections or Records Requested. Please list sites and specific records or objects needed. If you have catalogue numbers, report citations, etc., please include those here. If necessary, you may email an excel file with more than 4 items.

Item #1 _____

Item #2 _____

Item #3 _____

Item #4 _____

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Academic/Professional Status (please complete all relevant sections). Non-professionals will need a sponsor for their research.

Professional	Affiliation	_____
	Title	_____
Undergraduate Student	Affiliation	_____
Graduate Student	Affiliation	_____
Other	Affiliation	_____

If the requester is a student, the committee chair must endorse and sponsor their research. Any loans if applicable will be to the student and cosigned by the chairman. A non-professional researcher will need to have a professional sponsor.

Sponsor/Committee Chair's Name _____
Institutional Affiliation _____
Institutional Title _____
Email _____
Mailing Address _____
Work Phone _____
Cell Phone _____
Other contact method _____

Proposed Date of Visit:

First choice in format mm/dd/yy _____ Second Choice in format mm/dd/yy _____

How are materials to be used? (check all that apply). Photography and sampling require additional permission forms.

Measurement Scanning Photography Sampling
Other _____

Number of People needing space at any one time. *TARL reserves the right to limit the number of people with access.*

Estimated Time Needed for Research _____ Hours _____ Days

What kind of space or equipment do you need?

of Tables _____ Other (specify) _____

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Researchers should be prepared to bring their own specialized equipment. *Calipers, scales, etc. may or may not be available for use. Computers, microscopes and cameras are the researcher's responsibility.*

I agree to abide by the guidelines and restrictions provided by TARL staff members.

Please type your name or insert a scanned signature _____

I hereby agree to abide by the guidelines and restrictions provided by TARL staff member as the faculty sponsor or committee chair for the research of the student named above .

Please type your name or insert a scanned signature _____

Thank you for your interest in TARL Collections and Archives. Please allow up to two weeks for a review of your request. As a courtesy you will receive an email notification with the text of your request.

Please visit our website to get more information for access to human remains and to request permission to photograph materials and/or use TARL images.