



REQUEST FOR ACCESS TO HUMAN REMAINS

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 Please email the complete version to marybeth.tomka@austin.utexas.edu):

Please provide the following information for Human Remains Access. Please list sites, lots/burial numbers and TARL accession numbers if known. If you have more than 3 items, you may copy and paste the contents of a file; however it should be comma delimited. If you have more than 10 requests, please email a file with the following information: sites lots/burial numbers and TARL accession numbers if known. (marybeth.tomka@austin.utexas.edu).

Item #1 _____

Item #2 _____

Item #3 _____

Item #4 _____

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	Hours	_____	Days	_____
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What kind of space and equipment do you need?

No. of Tables _____ Other (specify) _____

Terms and Conditions:

1. Access to the human remains/skeletal collection is only permitted during TARL's normal business hours (Monday through Friday, 8am – 5pm) and will be subject to staff availability. There is finite amount of space and TARL staff reserve the right to limit the number of people granted access.
2. If the collection being requested is a Federally-owned collection, permission for destructive analysis also must come from the controlling Federal agency. It is the responsibility of TARL to contact the owning federal agency for permission prior to any work being completed. For culturally identifiable materials that fall under the Native American Graves Protection and Repatriation Act, permission must be obtained from the affiliated Native American tribe. Therefore researchers should allow for this process in the project timeline when requesting permission for access to such encumbered collections.
3. No alteration, sampling, modification or testing of objects is permitted without prior written authorization in the form of a signed TARL Application for Access to TARL Human Remains Collections for Destructive Sampling/Analysis form. Under no circumstances is testing permitted in the absence of this agreement, including on the basis of verbal discussions with any staff member, curator, or administrator.
4. TARL staff will assemble the approved requested remains/material to be examined and/or sampled in a designated place; researchers are limited to the materials they originally requested. Last minute requests will not be accommodated. TARL reserves the right to charge the researcher for staff time in cases of large sample sizes or for instances where incomplete or poor documentation needs to be rectified before allowing access.
5. Researchers are required to handle human remains/skeletal material carefully, with respect and as directed by TARL staff. All handling requires the use of medical-grade gloves.
6. TARL requires researchers performing destructive sampling of human remains to photograph each element that is requested for sampling. You will provide TARL with one photograph of the element prior to sampling and one photograph following the sample extraction. These photos become part of that accession number's permanent file and assist TARL in tracking post-extraction preservation issues.
7. TARL requires researchers to fill out 'sampling cards' as will be provided by the Head of Collections during your visit. Each time a set of remains or individual element is sampled, the requested information on the card is filled out, placed into a small sealable bag, and that bag is then inserted into the bag with the element. Please fill out all the data requested on the card for each sample and please do so legibly.
8. The size of the sample will not exceed the amount specified by the original agreement (Application for Access to TARL Human Remains Collections for Destructive Sampling/Analysis) as approved by both the Head of Collections and the Deaccessions Committee. All samples will be taken under the supervision of a TARL staff member

9. All costs of the analysis, including packing and round trip shipping, are the responsibility of the researcher.
10. Unexpended sample materials (e.g., duplicate thin sections, powder or ground samples, and intact bone), usable sampled and unused portions of remains or specimens must be returned to the TARL. Full documentation regarding location, extent and kinds of sampling must be maintained and provided to TARL for permanent records.
11. The researcher agrees that TARL will receive a complete copy of the analytical outcomes (including raw data in the form of graphs, computer printouts, etc.) resulting from the sampling or testing of TARL collections. Analytical outcomes should include not only the raw results but also details regarding specific methodologies and instrumentation employed. The researcher also agrees to submit to TARL two copies of any publications resulting from the research supported through the Destructive Sampling Agreement. TARL reserves the right to publish analytical results, or release the results to other scholars if the researcher does not provide them to the scholarly community in a timely manner (generally three years from date of testing unless otherwise stated in the approved Destructive Testing Agreement).
12. The researcher agrees to credit material sampled/used in publications to the Texas Archeological Research Laboratory, The University of Texas at Austin.

By signing and dating below you agree that you have read and will abide by all of the guidelines listed above. Failure to follow TARL policy or guidelines may jeopardize future borrowing privileges for both the researcher and his or her institution.

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 _____

Click use the button to submit your request. Thank you for your interest in TARL Collections and Archives. Please allow up to two weeks for a review of your request.

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

Submit Form