



# On-Site Collections Research Access Request and Use Form

*Antonio J. Waring, Jr. Archaeological Laboratory*  
*University of West Georgia, Carrollton, Georgia 30118*  
*Archaeological Research ◦ Curation & Collections Management ◦ Education*



**\*\*\*This Form Must be Completed for EACH collection Accessed and Examined\*\*\***

**User Name:**  
**Phone:** **E-mail:**  
**Affiliation:**  
**Address:**  
**Request Access Period From:** **To:**  
**Purpose of Work:**

**Description of Collection Material to be Accessed:**

**Equipment Needed (check all that apply):**    Microscope    Light Table    Computer Access  
Photo Stand    Scanner    Other

The above Collection (artifacts, records, etc.) will be available within the confines of the Antonio J. Waring, Jr. Archaeological Laboratory for scientific research to the above listed person(s), partnership, company, association, or corporation (hereinafter referred to as "Researcher") for the length of time and purpose specified below and under the conditions numerated herein.

- 1) Researcher agrees to abide by the guidelines for access as set out below. These conditions may be modified only in writing and with the approval of the Laboratory Director.
- 2) Prior to arrival, the Researcher will immediately acknowledge conditions and requirements of access by signing and returning a copy of this agreement. A copy is to be retained by the Researcher.
- 3) The Researcher will exercise due care in the custody, handling, transport, unpacking and repacking of the Collection materials.
- 4) On completion of research, the Collection materials must be repacked in the same manner as received and within the same boxes, pads, and packing materials.
- 5) Changes in identification and/or condition concerns of any of the parts of the Collection materials must be reported to the Laboratory Coordinator.
- 6) The Collection Owner and the Antonio J. Waring, Jr. Archaeological Laboratory at the University of West Georgia must be credited in all publications, reports, or exhibitions associated with the Collection materials.
- 7) The Antonio J. Waring, Jr. Archaeological Laboratory must receive two (2) copies of any data, reports, publications, and photographic imagery resulting from research use of the Collection.
- 8) Special Conditions/Exceptions

The Researcher acknowledges that he/she has full authority to execute this agreement, which he/she has read and understands the conditions of access as outlined on the front and back of this form and any attached documents.

**SIGNATURE OF AUTHORIZED RESEARCHER**                      **TITLE**                      **DATE**

## On-Site Collections Research Access Request and Use Form

*\*To be completed during visit*

**Description of Collection Materials Accessed (Documentation/Site Name/Catalog Number/Objects).**

**Please Note any concerns about the Collection or any of its components.**

**Briefly summarize the results of this collections research.**

**Was the visit helpful to the Researcher?    YES    NO**  
**Explain.**

**Identify what documentation (i.e., data, reports, publications, or photographic imagery) and when these will be submitted to the Waring Laboratory.**

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*To be completed by the Laboratory Director or Laboratory Coordinator.*

Identify any notes or changes made to the collection as a result of this research.

Has two copies of documentation (i.e., data, reports, publications, and photographic imagery resulting from research) been submitted (if available)?

All work has been completed for this Access Agreement.

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**SIGNATURE OF LABORATORY DIRECTOR / COORDINATOR**

**DATE**