

**Oseredok Ukrainian Cultural and Educational Centre**  
**RESEARCHERS REGISTRATION FORM**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Employer/Institution: \_\_\_\_\_

**1. Description of Research Project**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Category**

Academic      Government      International organization      Non-governmental organization  
Press      Private scholar      Other      \_\_\_\_\_

**3. Purpose of the Research**

Academic publication      Non-academic publication      Exhibition      Media  
Other \_\_\_\_\_

**4. Research Center Rules**

The Research Centre is open Monday to Friday, 10 am to 4 pm. All visitors must complete and sign this form. In addition, they must sign the visitors log book each day.

The Research Centre has one computer terminal available for research purposes. Oseredok reserves the right to deny access to the computer terminal if usage is deemed to be of non-research nature.

Food and beverages are not permitted in the Research Centre.

Researchers do not have access to the Archives and Museum Repository as well as the Library shelving area.

Archival material is highly fragile and vulnerable to improper handling. To minimize any damage, original documents must remain on the desk and separate from researcher's notes. Documents **must not** be marked, rearranged, removed from their covers, or taken out of the research room. Please return files to their proper sequence in each box and make sure not to mix records from different boxes because it is vital that records remain in their proper boxes. In addition, leaving numerous files spread out on the tables is not permitted.

Gloves are necessary for handling archival materials, rare books, objects or photographs in order to protect the materials from the oils and other residues left by hands. Oseredok will provide gloves if they are required.

Ink, marker pens, and post-it-notes may not be used as they can damage the records. Oseredok will provide paper and pencils that should be used in the Research Centre.

Only digital cameras or cellular phones are allowed to make copies of documents. Scanning or photocopying of materials is not allowed.

Oseredok does not perform research on behalf of patrons. If a visitor can not physically visit Oseredok's Research Centre, hiring someone to help with your research can be a great option for remote access. Consider hiring a local graduate student or ask a friend living near Oseredok.

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## **6. Acknowledgement**

I have read and agree to abide by the rules for using the Oseredok Research Centre, and archival, museum and library materials. I am aware that infringement of Oseredok Research Centre rules may result in my being excluded from using the Research Centre.

I shall acknowledge the use of the Oseredok's materials in any publication which may result from my research through correct citation of sources. I shall provide Oseredok with a copy, free of charge, of any publication resulting from my use of Oseredok materials.

I am responsible for obtaining the permission of copyright owners where required by law, if I wish to make further reproductions of documents.

Signature \_\_\_\_\_

Date \_\_\_\_\_