



JAPANESE CULTURAL CENTER OF HAWAII
Honoring our heritage. Embracing our diversity. Sharing our future.

Researcher Registration Form

This form must be filled out by researchers or visitors to the Resource Center who use the RC's archival materials (photographs, archival collections, oral histories, and vertical files) or SP (rare/fragile) books.

Date: _____

Name (Last, First): _____

Institutional Affiliation / Title: _____

Address (Hawaii): _____

Address (outside Hawaii): _____

Phone (Hawaii): _____ Phone (outside Hawaii): _____

Email: _____

Topic/s of interest: _____

Intended Use / Final Product:

- | | |
|---|---|
| <input type="checkbox"/> Print Publication | <input type="checkbox"/> Middle/high school/undergraduate paper or report |
| <input type="checkbox"/> Media/Video Production | <input type="checkbox"/> Ph.D./Master's Thesis |
| <input type="checkbox"/> Website | <input type="checkbox"/> Exhibit/Display |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Personal research only |
| | <input type="checkbox"/> Products/Merchandise |

- Researchers using the archives, vertical files, oral history collection, photograph collection, or the rare/fragile books in the SP ("Special") collection must complete this registration form once every year.
- Archival materials and books in the SP section are often unique and fragile; RC staff or volunteers will advise you on proper handling, including:
 - using gloves or washing hands prior to using some collections
 - maintaining the existing order in files and boxes
- Researchers must place large bags, briefcases, food, and beverages near the entrance.
- Researchers must use pencils, not pens, when handling and taking notes from rare/archival materials or photos.
- Limited photocopying service is provided by RC staff/volunteers for a fee of 25¢ per page (50¢ for color) for book pages, vertical file materials, or archival documents; and 50¢/page for photos (for personal use only).
- Researchers browsing the digital photo collection may not download copies of photos from the computer.
- Written permission must be obtained for all non-personal use of archival materials (photographs, art, manuscripts, etc.) in publications, displays, media productions, advertisements, Websites, recordings, merchandise, or other commercial or nonprofit products or uses.
- Handling fees will apply if digital copies of photographs are requested. Usage fees will apply to all commercial and nonprofit use (but not personal use) of photographs.
- Complying with copyright and privacy laws is the responsibility of the researcher.
- Researchers must inform RC staff or volunteers before leaving. All materials must be returned, and notes, photocopies, folders, etc., must be presented for inspection.

I have read and understood the above rules and by signing below agree to comply with them. I acknowledge that violation of these rules will serve as a cause to prohibit my continued use of the Japanese Cultural Center of Hawaii's archival materials.

Signature: _____ Date: _____