



Research Application

Researcher's Name		E-mail Address
Permanent Address		Associated Institution, if any
Phone Number		Alternate Phone Number
Research Topic: (Identify topics, date span, biographical name, etc.)		
<p>Results of Research: Do you expect to publish this research? ___ No ___ Yes If yes, please use appropriate citation. When do you expect the piece to be published?</p> <p>Other information?</p> <p>Please submit a copy of any published materials that reference Arizona State Parks and Trails collections.</p> <p>I have read <i>Notice to Researchers</i> and I will comply with those rules.</p> <p>Signature _____ Date _____</p>		
For Staff Only		
Application: ___ New ___ Renewal	Identification Copied and on File: ___ Driver's License ___ Other	Staff Initials:

Notice to Researchers

Information for Researchers at Tombstone:

Arizona State Parks and Trails acquires and preserves records at Tombstone Courthouse State Historic Park related to the history of Tombstone, Cochise County and surrounding area between 1877 and 1929. The following rules are intended to help preserve historically significant materials for future generations.

Hours:

Records are available to researchers by appointment only during regular business hours.

Registration:

All researchers must fully complete a research application and provide his/her driver's license or state identification card that includes the researcher's address. Staff will photocopy the identification card. The purpose of the application to gather contact information for the researcher as well as the purpose of the research.

A researcher does not need to complete a new application if one is already on file at that park for the same project. The researcher would need to complete separate application for each project.

The researchers will sign-in the research log every visit for research purposes.

Regulations:

1. Coats, briefcases, parcels, and personal books are not permitted in the research area. Please leave them in the designated area.
2. No ink of any kind may be used in the research area; use pencils only. Laptops may be brought in the research area and used to type notes. Scanners are prohibited.
3. Smoking, eating and drinking are prohibited in the research area.
4. All archival material must be handled with care; use only one folder or object at a time and keep all documents in existing order.
 - a. Do not place books or volumes face down.
 - b. Do not lean or press on or weight down archival materials.
 - c. Do not trace maps or other records.
 - d. Do not write on, alter, or fold archival materials or objects.
 - e. Gloves will be issued to patrons handling photographs or other fragile materials.
5. No archival materials may be removed from the research area. They must remain on the table or cart at all times.
6. Researchers are advised that it is their responsibility, not Arizona State Parks and Trails, to obtain copyright clearance to publish or otherwise reproduce or distribute archival material. See P.L 940553, effective January 1, 1973 for more information about US copyright law.
7. If publishing materials held by Arizona State Parks and Trails, please credit according to the following:
 - a. Arizona State Parks and Trails, accession number, name of object/document or names or correspondence, and date.

- b. If the object/document is on loan to Arizona State Parks and Trails, the owner may need to be given credit as well. Please work with park staff for proper credit.
8. Photographing objects without flash is acceptable, but may not disrupt the experience of other visitors. Reproductions are for personal use only, not for publication.