

**PEABODY MUSEUM QUESTIONNAIRE  
REGARDING USE OF DONATED ARCHIVAL COLLECTIONS**

Thank you for your interest in donating a collection of papers, field notes, letters, manuscripts or other works of authorship to the Peabody Museum of Archaeology and Ethnology at Harvard University.

In order to draw up a mutually acceptable agreement on the use of your gift to the Museum, we ask that you fill out the following questionnaire. Please consider the options carefully and indicate which are in accordance with your wishes. The listed options are those usually preferred. However, you may change the wording or choose other alternatives that better serve your wishes.

On the basis of the preferences indicated in this questionnaire, we will draw up a Deed of Gift, which will be sent for your approval and signature.

I. Access

"Access" to a manuscript collection refers to permission to read all or part of it. For access there are three alternatives; papers may be

OPEN to anyone who wishes to see them.

RESTRICTED: available only under certain conditions, or

CLOSED: not available to anyone under any conditions for a specified time.

A. Do you wish to make access to these papers

Open \_\_\_\_\_

Restricted \_\_\_\_\_

Closed \_\_\_\_\_

If open, please go on to question II.

B. Restricted papers

1. If access is restricted, the restrictions will apply to

\_\_\_\_\_ All the papers

\_\_\_\_\_ The following portions of the papers (please indicate the types of material, dates, names of correspondents, or other appropriate identification):

2. For the papers specified in B1., what restrictions will apply during your lifetime?

\_\_\_\_\_ Available only to those who obtain your written permission

\_\_\_\_\_ Other (please specify):

3. For the papers specified in B1., what restrictions will apply after your death?

\_\_\_\_\_ None

\_\_\_\_\_ Available only to those who obtain the written permission of one of the following people during their lifetime (specify one or more persons):

\_\_\_\_\_ Other (please specify):

C. Closed papers

1. If you wish to close access, what portions will be closed?

\_\_\_\_\_ All the papers

\_\_\_\_\_ The following portions (please indicate the types of materials, dates, names of correspondents, or other appropriate identification):

2. The papers specified in C1, are to be:

\_\_\_\_\_ Closed for a period of \_\_\_\_\_ years

\_\_\_\_\_ Closed for a period of \_\_\_\_\_ years, or until your death, whichever is later

\_\_\_\_\_ Closed until your death

\_\_\_\_\_ Closed until your death and for a period of \_\_\_\_\_ years thereafter

\_\_\_\_\_ Other (please specify):

II. Copyright

Over the years, copyright can create problems for an archive. For example, a scholar who wishes to publish a quotation from a collection after its donor has died may not be able to locate the heirs, the heirs may be incompetent, or other difficulties in obtaining assents may make it impossible to utilize the material. The Peabody Museum therefore encourages donors to transfer copyright to the President and Fellows of Harvard College, to be administered by the Peabody Museum.

Please check the following option that most closely conforms to your wishes.

\_\_\_\_\_ I wish to transfer any copyrights I have in the collection to the President and Fellows of Harvard College for the Peabody Museum without restriction. Conveyance of copyright includes, among other things, the right to copy, publish, distribute, display, adapt and make derivative works of any materials in the collection.

\_\_\_\_\_ I wish to transfer any copyrights I have in the collection to the President and Fellows of Harvard College for the Peabody Museum, but I wish to reserve certain rights during my lifetime. (Please indicate the rights you would like to reserve.)

\_\_\_\_\_ Other. (If you wish your copyright to descend to an heir or heirs, please specify names and addresses and any special conditions. Please also indicate after what events or after what time period, if any, prior to the expiration of copyright you are willing to transfer copyright to the President and Fellows of Harvard College. Alternatively, you may discuss this with the Museum.)

III. Disposition of Duplicates and Inappropriate Material

Sometimes a donated archive may include material unrelated to its major focus or to the interests of the Peabody Museum, or it may include duplicate materials. Should this be the case, please indicate how you wish such material to be handled.

\_\_\_\_\_ I wish inappropriate or duplicate material to be disposed of to other repositories or in any other appropriate way by the Peabody Museum.

\_\_\_\_\_ I wish inappropriate or duplicate material to be returned to me during my lifetime, and thereafter to be handled as described in the preceding item.

\_\_\_\_\_ Other (please specify):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

Please return to: Associate Registrar for Acquisitions  
Peabody Museum of Archaeology and Ethnology  
Harvard University  
11 Divinity Avenue  
Cambridge, MA 02138