



Access Policies for Academic Researchers

Harvard Faculty & Students

Support of academic research is not the mission of the PIRC; rather the PIRC is an administrative repository of proprietary information supporting Harvard's planning, construction, and facilities maintenance communities. Therefore, typical access policies for pedagogic purposes differ significantly from those of the policies of the PIRC.

The PIRC will provide materials to faculty for use in an academic setting to the best of our abilities and according to our mission. Please note that the only drawings the PIRC will make available to Harvard researchers, without special permission, are exterior elevations and other views which may be seen from the street.

Harvard Faculty

For a **class-wide project**, the professor of record should do the following:

1. Provide the PIRC an email or letter outlining the course objectives and anticipated need for materials at least two weeks in advance of the anticipated class need.
2. Appoint one TA/TF who will serve as the primary contact between the PIRC, the professor, and the class participants. The PIRC will not provide access to or copies of drawings directly to individual students working on the same project.
3. A valid Harvard 33-digit billing code is required for any reproduction costs.
4. Further procedures will be worked out according to specific requests.
5. For **individual Harvard faculty research**, please contact the PIRC via email to discuss your project scope in detail.

Harvard Students

Student access to PIRC collections is extremely restricted (see below), but where appropriate, PIRC staff will help students explore other research options and facilitate access to materials generated or held by other units at Harvard (such as the GSD's Loeb Library, Harvard University Archives, etc.). See the Faculty section above for information on class-wide projects.

The PIRC *will not* provide Harvard students with access to any materials in our collection without a letter of introduction from the course professor **and** explicit permission from an authorized representative of the building owner at least two weeks in advance of the anticipated need.

Please note: students are responsible for any reproduction charges, should permission to do so be granted. Other conditions/restrictions may apply.

These policies were developed in conjunction with Harvard Real Estate Services, Harvard Planning & Project Management, and the Office of the General Council. For more information, please contact the PIRC.

Non-Harvard Affiliated Researchers

Please note that it is *highly unlikely* that building owners will authorize the PIRC to provide access to building drawings to anyone without a direct Harvard affiliation.

Non-Harvard student/researcher access to PIRC collections is extremely restricted, but where appropriate, PIRC staff will help students explore research options and facilitate access to materials generated or held by other units at Harvard (such as the GSD Loeb Library or Harvard University Archives).

The PIRC *will not* process requests for materials from non-Harvard affiliated researchers an email from the course professor **and** explicit permission from an authorized representative of the building owner at least two weeks in advance of the anticipated need.

Please direct all inquiries to:

Archivist/Librarian
Property Information Resource Center
Harvard Planning & Project Management
Smith Campus Center
1350 Massachusetts Avenue, Suite 573
Cambridge, MA 02138
t: 617.496.1862 / f: 617.495.0559
e: pirc@harvard.edu