



Academic Patron Registration & Request Form

Each patron must complete this registration form to enable PIRC to determine if the patron meets eligibility requirements for access to PIRC's collections. **All access to the collections and use of materials is governed by the attached *Terms and Conditions*.**

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Primary Role (e.g. undergraduate student, graduate student, faculty)	Address	
Name of Course Instructor	Researcher's E-mail Address	Phone
Course Name	Preferred format (if preference is not available, existing format will be sent): <input type="checkbox"/> TIF <input type="checkbox"/> PDF <input type="checkbox"/> DWG	

Description of requested materials (may be attached):												
Description of intended use, reproduction, distribution, display and/or publication of materials:												
<p>Media and formats in which materials are intended to be used, reproduced, distributed, displayed and/or published (check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Print (hard copy)</td> <td style="width: 33%;"><input type="checkbox"/> Report</td> <td style="width: 33%;"><input type="checkbox"/> Magazine or journal</td> </tr> <tr> <td><input type="checkbox"/> Digital</td> <td><input type="checkbox"/> Film/Video</td> <td><input type="checkbox"/> Book</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Website</td> <td><input type="checkbox"/> Academic project or paper</td> </tr> <tr> <td></td> <td colspan="2"><input type="checkbox"/> Other _____</td> </tr> </table> <p style="text-align: center;"><i>(describe)</i></p>	<input type="checkbox"/> Print (hard copy)	<input type="checkbox"/> Report	<input type="checkbox"/> Magazine or journal	<input type="checkbox"/> Digital	<input type="checkbox"/> Film/Video	<input type="checkbox"/> Book		<input type="checkbox"/> Website	<input type="checkbox"/> Academic project or paper		<input type="checkbox"/> Other _____	
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	<input type="checkbox"/> Website	<input type="checkbox"/> Academic project or paper										
	<input type="checkbox"/> Other _____											
Intended means of use, reproduction, distribution, display and/or publication of materials (e.g. commercial or academic publisher, department website, self-published dissertation, film distributor, internet):												
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Applicant: _____
Print Name *Signature*

Date: _____

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3. All requests for Use of PIRC materials must be submitted on the *Application for Permission to Use PIRC Materials*. Permission will generally be granted only to materials that are directly relevant to the Harvard project and Harvard school or division for which the applicant has been retained to work. Applicants should not expect to access or Use any other materials. The PIRC reserves the right to refuse approval of an *Application* for reasons relating to preservation of the requested materials or for legal reasons or any other reason deemed to be in the best interests of Harvard University.
4. An *Application* will be considered approved only when signed (at the bottom of the form) by an authorized representative of the PIRC. Approval of an *Application* is non-transferable: the Use granted may be exercised by the applicant only. The applicant understands that its right to Use of the materials is nonexclusive. The PIRC may reproduce, distribute, display or otherwise Use the materials or grant others the right similarly to do so.
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9. The applicant will defend, indemnify and hold harmless Harvard and its affiliates, employees, faculty members, students, agents and members of its governing boards from and against any claims, losses, liabilities, damages, costs and expenses including reasonable attorneys’ fees (“Claims”) arising from applicant’s Uses of PIRC materials. Harvard will promptly notify the applicant of any Claim of which it becomes aware and will provide reasonable cooperation in the defense of such Claim at applicant’s expense. Harvard may participate in all proceedings with its own counsel at its own expense. If the applicant fails to defend or settle the Claim, Harvard may, but will not be required to, defend and/or settle the Claim. The applicant will not have the right to settle any claim without Harvard’s consent.