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Procedures Governing the Use of Unpublished Material in Archives**

The CAA Board of Directors recognizes that the CAA Archives receives requests to examine unpublished information and documentation contained in the archives.* Such requests will be evaluated by CAA's Executive Director and archivist on a case-by-case basis, taking into account a variety of issues, including the best interests of CAA and the time demands on departmental staff. Photocopying of documents is not normally permitted. If the person requesting information—including members of the staff and Board of Directors—intends to publish the document(s), he or she will be asked to write a letter to the archivist giving details of the proposed use. If the use meets the approval of CAA, the archivist will accommodate the request. If the archivist has any reservations, he or she will consult the Executive Director, and, if necessary, CAA Counsel, who will advise the archivist or, in special instances, refer the matter to the Executive Committee of the Board of Directors.

Every researcher should be informed in advance that he or she must, prior to publication, apply in writing to the archivist for permission to publish, citing specifically all source material to be used or quoted.** Permission will ordinarily be granted after suitable review including consultation with the individuals as described above. Where CAA does not have literary rights in the material, it cannot grant permission to publish, and the researcher must therefore secure permission himself or herself from the author or his or her literary heirs or representatives.

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Kindly sign this sheet in the space provided below, indicating that you have read this statement of procedures and will comply with them. This form will be kept on file in the Archives Department and a copy will be furnished to you for your records.

* Access to files is normally limited to scholars, graduate students, CAA staff, members of the Board of Directors, and CAA members.

**See "College Art Association Archives Access Policy and Procedures" for further information regarding publication permissions.

I have read and agree to abide by the terms of the conditions above and as stated in "College Art Association Archives Access Policies and Procedures." I understand that my failure to follow these terms may result in the termination of research privileges.

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