

Researcher Code of Conduct

As a researcher, I

- will abide by the rules and policies of the Adventist Archives' Research Center.
- acknowledge that all copyrights and other intellectual and ownership rights of any documents or materials viewed, copied, duplicated, or photographed, are owned exclusively by the General Conference of Seventh-day Adventists.
- agree only to examine documents or materials in a designated research area and to use care in reviewing them.
- agree not to take, damage, destroy or amend any documents or materials.
- agree NOT to quote, copy, duplicate, or distribute any materials owned by the General Conference of Seventh-day Adventists without written permission from its Director of Archives, Statistics, and Research; and to provide the Director with copies of all digital images of documents that I photograph.
- agree to provide the Director of Archives, Statistics, and Research with a summary of the study findings upon request.
- grant to the General Conference of Seventh-day Adventists, acting through its Office of Archives, Statistics, and Research, the right to disseminate such reports or findings as necessary.
- understand that, if the General Conference of Seventh-day Adventists intends to disseminate the finding of my report, its Director of Archives, Statistics, and Research will notify me in advance.
- will provide the Office of Archives, Statistics, and Research one copy of any published article in which I cite or quote from documents in the archives of the General Conference of Seventh-day Adventists (or, if published both in print and electronically, one printed and one electronic copy); and one paper copy of any unpublished thesis or dissertation, or one printed copy of any published book, or one digital copy of any audio or visual work, in which I substantially draw on material in the said archives.

I have carefully read this code of conduct and agree to follow it.

Signature of Researcher _____

Date _____

Research Center Policies and Rules

Persons using the Research Center and accessing Archives holdings must conduct themselves in a manner consistent with the purposes and functions of the Office of Archives, Statistics, and Research. In addition to general standards of conduct required for anyone on the premises, those using the Research Center must abide by the following:

- All copyrights and other intellectual and ownership rights of any documents or materials viewed, copied, duplicated, or photographed, are owned exclusively by the General Conference of Seventh-day Adventists.
- Documents or materials may only be examined in a designated research area and must not be marked, damaged, destroyed or amended in any way. Do not alter, damage or destroy any document
- Pencils are the only writing utensils that researchers can use, though you are free to use a laptop to take notes.
- Photocopies can be made for a small fee per page photocopied.
- You are free to use a digital camera to take photographs of documents or materials. However, you **must** supply copies of any digital images to the Archives.
- Images and reproductions of documents and materials, whether digital, photocopied or otherwise, are for your **personal use**. These images and reproductions of documents and materials may be quoted or cited, but **may not** be recopied, duplicated, or distributed, except with written permission from the Director of the General Conference of Seventh-day Adventists' Office of Archives, Statistics and Research.
- You **must** provide the Office of Archives, Statistics and Research with a copy of any publication or unpublished thesis or dissertation in which you substantially draw on material from the Adventist Archives.

Research Center Rules

- Place bags, cases, and backpacks in spot designated in Research Center
- Observe Research Center hours (M, T, Th: 8:30-5:30; W: 10:00-5:30; closed for lunch: 12:15-12:45)
- Abstain from eating or drinking in the Research Center; the General Conference has a cafeteria and there are restaurants across the street from the building.
- Turn cellular phones to vibrate mode to maintain a quiet atmosphere.
- One box at a time, one folder at a time, one page at a time.
- Ask the Research Center staff member for help in removing staples and photocopying/scanning fragile documents.
- Do not re-shelve items--let us do that!
- Do not remove any documents from the Research Center.
- Maintain a log of your photocopies and turn it in to the assistant archivist at the end of your visit. This will help you keep track of the number of copies made; remember to pay the office manager before you depart.

I will abide by the above policies and rules.

Researcher Signature _____

Date _____