



LAKE PLACID  
OLYMPIC MUSEUM

2634 Main Street  
Lake Placid, NY 12946  
P.O. Box 2002  
(518) 523-1655  
[museum@orda.org](mailto:museum@orda.org)

## RESEARCH REGISTRATION

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ am / pm

Archival Material Request: \_\_\_\_\_

### Rules and Procedures for Researchers accessing Lake Placid Olympic Museum Collections:

1. The Lake Placid Olympic Museum collections are available for use by appointment only.
2. Researchers shall read and complete the Research Registration and Research Conditions & Fees forms.
3. The following items are allowed at the research table: pencil, notebook/notepaper, laptop/tablet, camera (no flash), and cell phone. All other items shall be stored with staff, away from collection items.
4. Researchers will have clean, dry hands and will handle the collection items as little as possible.
5. Researchers must be accompanied by Museum staff at all times while in collections areas.
6. With assistance from staff, researchers will handle one item or folder at a time and return that item to its original location before accessing another.
7. Museum staff will handle any duplication of materials. The Museum reserves the right to refuse any copying request.

8. With permission from staff, photographs may be taken without flash. Any duplication becomes the property of the researcher with the understanding that the Museum has no reason to believe that it will be used for anything other than research, scholarship, and private study purposes.
9. No materials from the Museum's collections may be reproduced electronically or in printed or any other form for publication or commercial use, including posting on the internet without the museum's permission. If the "fair use" clause of the Copyright Law is exceeded, researchers may be liable for copyright infringement and action will be taken.
10. Researchers must abide by any specific restrictions associated with particular collections.
11. Researchers are advised that it is their responsibility, not the Lake Placid Olympic Museum's, to obtain copyright clearance, unless the donor of the collection has provided other instructions for the use of that collection.
12. Theft or mutilation of archival materials will be prosecuted to the fullest extent of the law.

By signing below, I hereby acknowledge that I have read, understand, and agree to the research access regulations stated above. I also acknowledge that I have read and understand the Lake Placid Olympic Museum's Research Fees and Conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_