



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*.**

Name and Title	Organizational Affiliation	
Primary Role in Organization (e.g. Architect, Project Manager, Engineer)	Address	
Name of Harvard Project Manager	Applicant's E-mail Address	Phone
33-Digit Harvard Billing Code	Preferred format (if preference is not available, existing format will be sent): <input type="checkbox"/> TIF <input type="checkbox"/> PDF <input type="checkbox"/> CAD	

Description of requested materials (may be attached):
Description of intended use, reproduction, distribution, display and/or publication of materials:
Media and formats in which materials are intended to be used, reproduced, distributed, displayed and/or published (check all that apply): <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 _____ <div style="text-align: center;"><i>(describe)</i></div>
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):
Intended date(s), if applicable, of reproduction, distribution, display and/or publication:

Applicant: _____
Print Name *Signature*

Date: _____

Terms and Conditions of Use of the PIRC and PIRC Materials

1. The Property Information Resource Center (“PIRC”) collects, organizes, maintains and makes accessible materials relating to Harvard University’s buildings, land, maps and surveys. As custodian, the PIRC is responsible for assuring that any reproduction, distribution, display and/or other use (collectively, “Use”) of these materials is legally appropriate and consistent with Harvard policies.
2. No food or drink is allowed in the PIRC reading room, and only pencils may be used. Cotton gloves will be provided for the handling of photographic materials. Materials such as drawings and archival files that are stored off-site must be requested through PIRC staff. Except for books and magazines, which can be checked out, all materials must be used in the reading room. The PIRC does not provide photocopying, but can facilitate in-house or off-site copying upon request.
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.
5. Any permission granted with respect to PIRC materials is solely for Use of the materials as specifically described in the *Application*. Unless approved in advance by the PIRC, materials must be reproduced unaltered and in their entirety—they may not bleed off the page or be cropped, overprinted or printed on color stock. An applicant must seek additional approval from the PIRC for any Use of the materials that differs from or extends beyond the approved Use. This includes, for example, Use of the materials subsequent in time; Use of the materials for a subsequent edition, paperback edition or foreign language edition of a publication; or Use of the materials on an additional website. Reproductions of materials may not be re-copied, scanned, exhibited, sold, deposited in another library or archive, or used for any purpose than that specified in the approved *Application*.
6. Entities other than Harvard may own copyright or other rights to images contained in PIRC materials. For example, a PIRC-owned photograph of a building may include an image of a mural or a person passing by. A non-Harvard artist may own copyright to the mural and the passer-by may have privacy rights with respect to his or her image. While the PIRC may approve a request for permission for Use of the photograph of the building, it cannot approve use of the mural or the passer-by, and it does not represent or warrant that a Use it approves will not infringe or violate the rights of such third parties to their own images. Use of third party images can only be approved by the third parties. Applicants are solely responsible for obtaining all necessary third party permissions. A copy of each such third party permission must be provided to the PIRC before any Use requiring the permission will be approved. If an applicant demonstrates to the PIRC that he/she has used reasonable diligence to obtain permission from a third party for Use of an image but has been unable to do, the PIRC may agree, in its discretion, to approve the *Application*, but the PIRC assumes no responsibility for any liability to the applicant that may result from such Use.
7. The PIRC does not provide any warranty or representation with respect to the accuracy of scale, content or layout of any PIRC materials. While the PIRC attempts to provide the best available information, materials are based on information that may not reflect recent renovations or modifications to buildings or to Harvard or municipal utilities infrastructures serving the campus. Consequently, plans should not be used for design without first being field-measured and verified.
8. Publications that include reproductions of PIRC materials must include the name of the Harvard University Property Information Resource Center in a credit, as well as the artist and title of any artwork that is included, and the catalog number of the materials. Credits should appear in close proximity to the reproductions or in a special section devoted to credits. Reproductions distributed electronically must contain credits as part of the images. The PIRC reserves the right to examine proofs and credits for accuracy prior to publication, with the right to require revision if necessary.
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.