

AUDIO/VIDEO MATERIAL REQUEST

Name: _____

Date of Request: _____

Contact Info Address: _____

Current Phone number or E-mail: _____

Status/Representative of: _____

(Tribal affiliation, school, institution, business, etc.)

Please write a brief description for the request, project etc.

SPCC staff please be sure to attach necessary documentation

Intended use: (check all that apply)

Education

Audio-visual presentation

Curriculum

Personal

Other (please specify) _____

Note. The Culture Committee reserves the right to refuse use for any reason for the protection of the collections and archives.

At this time, All Audio Material must be viewed or listened to in house.

By signing this document you are responsible for protecting the contents you are obtaining from the SPCC while in your possession. All material is subject to copyright and shall not be reproduced without prior permission from SPCC. All materials are subject to penalty by law.

Please sign here: _____ Date: _____

For Office Use Only-

Request completed by: _____ Date: _____

Approved By: _____ Date: _____

Special Terms, Conditions & Restrictions

SPCC Historical Archives Policies & Procedures

SPCC houses over 14,000+ photographs, 1,000+ audio and video recordings and several other historical documents. We continue to collect and archive information. We are honored to be able to care for this precious material. The SPCC recorded tribal elders' stories and historical information in the mid 1970's and began collecting photographs and other materials for the purpose of documenting tribal history, stories, customs and traditions. The purpose was to compile and collect this information for learning and teaching our stories, history and culture to all our people.

The SPCC highly values the collections; we are honored and thankful for being able to care for these collections. Donors, sellers and the owners of these collections entrust in the SPCC to care and protect these collections. It is our duty to ensure that they are properly cared for, protected and managed. The SPCC strongly upholds the agreements made by the original owners and the individuals that gave permission to record their stories and information.

Policy & Process

Please read and complete entire Request Application. Each application is subject to approval by the SPCC and/or Elders Advisory Board. Permission for use, loan or copy is made on a case-by-case basis. The Salish-Pend d'Oreille Culture Committee shall retain all rights to and shall receive credit for information being used.

Applications can be turned in to the Historical Collection Manager. Upon receiving and once the application is complete, it will be given to the SPCC Director for review. In some cases the SPCC staff and the Elders Advisory Council may need to review for approval. The applicant will be contacted in regards to the decision along with final steps to complete and close out the request.

Please allow adamant time for processing & appointment set up.

I have Read, Understand and Agree to the Policies & Procedures as well as the Terms & Conditions.

Signature _____

Date: _____