

ACCESSING THE ARCHIVES OF ROUNDABOUT THEATRE COMPANY

Roundabout Theatre Company Archives are open to approved persons conducting research related to Roundabout Theatre Company and its productions. Roundabout Theatre Company Archives are open to the public by appointment only, Monday-Friday between the hours of 11-5. Specific documentary requests must be confirmed one week prior to an appointment and must be made in writing by contacting archives@roundabouttheatre.org. No drop-in appointments are permitted.

Please complete all portions of the "Access Request Form" form and submit electronically to the email address above, or by sending through U.S. mail to:

Roundabout Theatre Company Archives
Attn: Research Requests
231 West 39th Street
Suite 1200
New York, NY 10018

You will be notified by email when the documents are available. An appointment for review can be made at that time.

Please consult the following Access Regulations, Materials Use Policy, and Copyright Law provisions prior to completing the Access Request Form and requesting an appointment.

ACCESS REGULATIONS

- Roundabout Theatre Company Archives are for use by approved persons requesting access to the collection.
- Researchers must present a photographic ID issued by a government agency or educational institution each time they wish to access the materials.
- High school students (or persons under the age of 18) must be accompanied by an adult.
- Due to the rare and irreplaceable nature of many items, Roundabout Theatre Company Archives does not allow materials to circulate and materials must be reviewed in the onsite viewing room only.
- To protect the integrity of the collection, the following items are not permitted in the archives viewing areas:

Tobacco, food, chewing gum, beverages, cameras, cellular phones, electronic scanners, coats, hats, purses, bags, briefcases, backpacks, pens or highlighters.

- All handwritten notes must be made in pencil. Laptop computers removed from their cases are permitted.
- Please take care to observe careful handling of the requested materials. Each researcher is responsible for the items he/she has requested and must return them to the archivist before leaving the facility. Materials cannot be transferred to another researcher.
- Any authorized duplication will be performed by Roundabout Theatre Company Archives staff.
- All items taken from the archives are subject to search.

MATERIALS USE POLICY

Roundabout Theatre Company Archives regulates the use of materials in its collection. Policies governing access, duplication, and publication are established by the Archives in conjunction with Roundabout Theatre Company. This policy attempts to balance the needs of researchers seeking access to the collection, exclusive rights of copyright holders, and the rights of Roundabout Theatre Archives and the express responsibility it has toward its collection.

Research Access

Researchers wishing to access the Archives' materials are required to complete and sign an "Access Request Form" and provide information about the subject, scope, and purpose of the research. Researchers must show current photo identification (we require high school age or younger researchers to be accompanied by an adult). The Archives grants all researchers equal access to its collection, subject to uniformly enforced restrictions placed on materials by donor stipulation or by the Archives itself for preservation, processing, or other administrative purposes.

Duplication

Roundabout Theatre Company Archives will consider requests for duplication of materials on a case-by-case basis. Roundabout Archives staff performs all duplication, and fees are assessed on a cost-recovery basis. Rush orders are accepted at the Archives discretion. The Archives will not duplicate any materials that might be damaged by the duplication process. Researchers requesting access to large quantities of materials should set aside an appropriate number of hours within the onsite appointment. No materials will be duplicated that have copying restrictions placed on them by purchase agreement, donor stipulation, or depositors or by the Archives itself for preservation, processing, or other essential purposes. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose without the written permission of the Roundabout Archives or the copyright holder.

Publication

Researchers who wish to use Roundabout Theatre Company Archives original materials or images in a publication, performance, or broadcast must complete and submit the appropriate notification form. In addition to notifying Roundabout Theatre Company Archives (and paying a licensing fee) researchers also must obtain any necessary permission(s) from copyright holders.

Researchers with questions about copyright liability should seek legal counsel.

COPYRIGHT LAWS

United States copyright law protects unpublished materials as well as published materials. If you wish to make more than fair use of an unpublished manuscript in a publication, you must determine whether the work has passed into the public domain and is no longer under copyright protection or find the copyright holder and get permission to use the manuscript.

What are the provisions of U.S. copyright law?

In 1978, unpublished manuscripts, no matter when created, were accorded federal copyright protection for the first time. They received a fixed term -- the life of the author plus 70 years. The law included important grandfathering provisions that gave works that would have gone immediately into the public domain a reasonable term of continued protection (25 years).

Does U.S. law protect manuscripts by non-U.S. authors?

The U.S. is party to international copyright agreements that assure writers in other countries essentially the same rights as U.S. writers. For most copyright purposes, the nationality and citizenship status of the author does not alter the nature of the copyright protection.

Can a single work have different copyright protections?

Substantive textual differences between the manuscript and the commonly accepted published versions of a work may be protected by copyright. In general, given two versions of a work, one may be copyrighted and one may not be. Note however that the copyright in a later version does not cover any part of the earlier work, so those parts of an earlier public domain work contained within the later work are not protected by copyright and may be freely used.

Who grants permissions?

Only holders of copyright interests or their authorized agents can give permission to publish or to quote from unpublished manuscripts under copyright. The "fair use" provision of the copyright law (section 107), however, does permit limited use of unpublished materials for a number of purposes, including scholarly and research use. The extent to which an unpublished manuscript may be quoted or paraphrased is not precisely defined.

Copyright ownership does not necessarily accompany physical ownership of a manuscript. An owner of the physical manuscript may assert certain proprietary rights in regard to the physical manuscript, for example permitting or denying access to the property. This assertion of ownership rights, however, is distinct and separate from any copyright consideration affecting the manuscript.

ACCESS REQUEST FORM

NAME: _____

PERMANENT ADDRESS (Include City and Country):

PHONE: _____ CELLULAR PHONE: _____

IDENTIFICATION TYPE:

Driver's License University ID Passport Other, _____

IDENTIFICATION NUMBER: _____ DATE OF ISSUE: _____

CLASSIFICATION:

Undergraduate Student Graduate Student Faculty Staff Independent

INSTITUTION/AFFILIATION:

ADDRESS OF INSTITUTION/AFFILIATION:

TYPE OF ACCESS:

Personal interest Academic research

SCOPE OF MATERIALS REQUESTED: (Please be as precise as possible)

INTENDED RESULT OF RESEARCH:

Article Thesis Dissertation Course Project Other

Agreement

I have read and understood the Materials Use Policy and the Access Regulations for the Roundabout Theatre Company Archives. I agree to abide by the terms and conditions set forth therein. I also understand that if I do not adhere to these policies, my privileges as a researcher may be revoked.

Signature: _____

Date: _____

Approval: _____