



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

Reading Room
Form # I

ARCHIVES READING ROOM
Researchers' Information Sheet

CONTACT INFORMATION:

Name : _____
Address : _____
Phone : _____ E-mail: _____ Cell # : _____
Employer / Institution : _____
Address : _____
Nationality: Filipino Others: Occupation

EDUCATIONAL BACKGROUND

University / School last attended: _____
Address : _____
Highest Degree / Title Obtained: _____ Inclusive Dates: _____

NAME OF REFERENCES:	OCCUPATION	ADDRESS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

1. Description on Research Project:

2. Category
Academic _____ Government _____
International Organization _____ Non-governmental Organization _____
Others _____

3. Purpose of the Research
Academic Publication Non-academic Publication Exhibition Others:

4. OTHER INFORMATION:
This is my first time doing research in the NAP Reading Room. YES NO
If no, I have done research in the NAP Reading Room at least 1-20 times 21-50 times more than 50 times

During the above mentioned period, I have written the following using NAP materials:
 1-5 book/s, article/s or monograph /s 6 or more book/s, article/s or monograph/s
What are the topics of past research that you have done in the NAP Reading Room? Please specify as many as possible

I hereby certify that all the above information supplied in this application form are true in my knowledge. Any misrepresentation or false statement made shall mean the outright cancellation of my research privileges and permanent disbarment from the use of the National Archives of the Philippines Reading Room.

Date: _____ Signature over Printed Name: _____

To be filled out by National Archives of the Philippines Reading Room Personnel only
Processed by: _____ Requirements submitted:
Date: _____ Letter of Reference Annual Fee Paid: O.R # _____
 Photocopy of I.D. Walk in Fee Paid: O.R. # _____



NATIONAL ARCHIVES OF THE PHILIPPINES

Pambansang Sinupan ng Pilipinas

ARCHIVES READING ROOM

General Use Agreement for Researchers

1. I understand that the National Archives of the Philippines (NAP) reserves the right not to allow the use of original records due to conservation and other issues.
2. I agree that I will submit a separate request for copies and I will not infringe on the right of NAP as copyright holder.
3. Should I wish to use or publish any information taken from archival records being held by NAP.
 - a. I undertake that I will not make copies, cite, distribute, adapt, paraphrase or quote therefrom unless written permission from NAP as depositing agency and / or copyright owner has been obtained. This permission is not transferable to another party.
 - b. I am fully aware that copyright / usage / reproduction clearance is my responsibility and anyone reproducing material held in NAP, or supplied by NAP or from its website is responsible for any infringement of copyright that might result. I understand that any violation may render me liable to legal action.
 - c. I shall fill out the necessary Application to Publish Form before publishing such records.
4. I will secure that no damage will befall all materials that I request to use and which have been handed over to me, and that I shall be responsible for any damage to them while they are in my possession. These actions shall include, but not be limited to the following:
 - a. Researches must at all times handle each sheet with care. They must not write or lean on the records.
 - b. The researchers should not disarrange the pages. He may not take upon himself to rearrange the bundle of record he is working on.
 - c. The researcher should not write anything on the bundle / wrapper much less on the documents
 - d. Mutilation or defacement of document will result in immediate deprivation of research privileges and pressing of appropriate criminal charges by the Director
 - e. Only PENCIL is allowed for use inside the Reading Room. It is forbidden to use pen, ink, and ballpen.



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

- f. Food and drinks are not allowed inside the Reading Room.
 - g. Only one (1) bundle at a time will be served to researchers. Reservation should be made at least one day before to facilitate service.
5. I consent to all security measures set into place in the Reading Room. These shall include but not be limited to the following:
- a. Researchers are required to present their I.D. to the NAP guard at the NAP lobby and log their arrival in a logbook at the Paco Branch.
 - b. All personal belongings must be placed inside secure lockers provided for this purpose. Only PENCIL and a few clean sheets of paper are allowed to be brought into the Reading Room.
 - c. Researchers are again required to log in before entering the Reading Room.
 - d. Researchers who shall only use finding aids like catalog cards, and electronic database and duplicates of original records in digital and / or microfilm format, shall only stay within the Reading Room Area.
 - e. Materials must not be brought outside of the Reading Room by researchers.
6. I agree to be searched by NAP personnel after leaving the Reading Room Area including my belongings.
7. If the research is for purpose of publication, the National Archives of the Philippines is to be provided a copy of the printed work.
8. I understand that special permission must be obtained for the use of typewriters, recorders, laptop or any kind of photographic equipment. Only one (1) of the mentioned gadgets will be approved for use inside the Reading Room at single time.
9. I agree to all conditions governing request and use of archival materials as stipulated by the NAP, including those about fees and charges.

Fees and Charges:	For photocopy of records	
	1 pp x 4 =	4.00
	1 shots x 1.50 =	1.50
		<u>T = 5.50</u>
	no. images x 4 =	4.00

For Research Fee:

Annual fee x 200 =	P200.00
Walk in fee x 100 =	P 100.00
Student fee x 40 =	P 40.00 (graduating /or College Student)



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

Reminders:

1. NAP reserves the right not to allow the use of original records due to conservation and other issues.
2. All researchers are subject to electronic surveillance while in the premises.
3. The Senior Archivist in charge of the Reading Room may approve requested reproduction of Spanish records which does not exceed 30% of the total pages of the bundle.
4. The Chief Archivist approves requested reproduction of Spanish records which does not exceed 50% of the total pages of the bundle.
5. Anything that is in excess of the above stated figures shall be subject to the approval of the Executive Director and may require the signing of a Memorandum of Understanding.
6. The provisions take into account the serving capacity of the Reading Room staff and is in keeping with RA 9470 which prohibits the copy of Philippines' records without authorization.

I hereby certify that I have completely read the above guidelines. Furthermore, I hereby certify that I have not been banned from any public or private library or archives here in the Philippines or abroad and that I have not been convicted of any crime.

Date: _____

Signature: _____