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REQUEST FOR ACCESS TO RESTRICTED MUSIC COLLECTION FORM

1. The mission of the Dominican Archives is to identify, collect, process, preserve and make available primary and secondary source materials that document the experiences and contributions of the Dominican population in the United States. Although the Dominican Archives acknowledges its responsibility to provide unrestricted access to the historical records under their care, it will under certain collections it deems necessary to assure the integrity, confidentiality, and security of such collections. Restrictions apply only to specific records or collections, such as the Rafael Petitón Guzmán Music Collection, and may include the viewing, transcription, reproduction, publishing, commercial or other use of the restricted materials. Researchers will be required to provide proof of legitimate research or genealogical need to access restricted materials, in writing, and to agree to abide by all federal, state and local laws, rules, or regulations governing the use of restricted and or copyrighted information. Request for access to restricted materials will be reviewed by the Chief Archivist and approved or disapproved on a case-by-case basis.
2. I have read the above policy regarding the use of restricted archival materials. I understand that access to the Rafael Petitón Guzmán Music Compositions requested is restricted in accordance with donor's Deed of Gift. Prior to the authorization of the Music Compositions by any interested persons, the Archives will require, in writing, **“disclosure of the purpose of the intended use and a written agreement to provide compensation and authorship credit to the Dominican Studies Institute Archives in the event of commercial usage of any part of the Music Compositions”**.
3. I hereby request access to the archival materials listed in the attached forms. I agree to abide by all federal, state, and local specific laws, rules, or regulations governing the use of restricted information and to any restriction imposed by the donor. I also agree to indemnify and to hold the Dominican Studies Institute and the City University of New York harmless from and against any and all claims of libel, infringement, or invasion of privacy arising out of the use of these materials by me in conjunction with my research.
4. I hereby certify that the materials requested will be used for non-commercial legitimate research. Requested materials are to be used for other purposes (please specify).

5. Archival Materials Requested (see attached list):

Name (please print):

Address:

City, State, Zip Code:

Institution or Affiliation:

Telephone:

Email:

Date:

Signature (blue ink only):

FOR OFFICE USE ONLY

Action Taken: **Approved** **Need More Information** **Disapproved** **Date:**

Chief Archivist:

Idilio Gracia Peña **Signature:**

Date: