

MORAVIAN MUSIC FOUNDATION

PRESERVING, SHARING, AND CELEBRATING THE MUSICAL CULTURE OF MORAVIANS



What We Do

News and Events

Shop for Music

Resources

FAQ

Research

Support MMF

Contact Us

Research Policies

information for researchers

I. Registration

- a. Each researcher, before beginning a research project in cooperation with the MMF, will be required to meet with the Director.
- b. Before beginning the research, the researcher must submit a letter from the department chair/dean of the institution with which the researcher is affiliated, identifying the researcher's position (student, instructor) with the institution and expressing familiarity with the researcher's work and potential area of research.
- c. The researcher will complete the Registration Form at the front office as part of the first visit; a photographic identification is required. This form will serve as the beginning of a file created by MMF staff and retained throughout the duration of the project. This file will contain records of the researcher's visits to the Foundation office and copies of all Restricted Materials Request forms, Photoduplication Contracts, and Permission Forms pertaining to the project.
- d. Upon each subsequent visit to the MMF, the researcher will sign in and out.
- e. Only note cards, pencil and paper, and approved items necessary for your research may be taken into the second floor reading room.
- f. Materials taken into the reading room will be inspected by the staff before you leave.

II. Use of Restricted Materials

- a. Record on the Restricted Materials Request Form the composer/title and call number of the items you wish to use. Several items may be requested at once, but only one box or folder may be examined at one time without special permission.
- b. The items you request will be brought to you in the reading room. Handle manuscripts very carefully and keep them in order. Do not mark, fold, or disarrange them, or use them as a base when writing notes.
- c. Researchers may use pencil only.
- d. Eating, drinking, or gum are not allowed in the reading room. Smoking is never permitted inside the building.
- e. No restricted materials may be removed from the MMF.

III. Use of Materials in the Peter Memorial Library

- a. You may retrieve materials yourself from the Peter Memorial Library.
- b. Materials should be used within the library.
- c. Researchers may use pencil only.
- d. Eating, drinking, or gum are not allowed in the Peter Memorial Library. Smoking is never permitted inside the building.

- e. Materials may not be removed from the Peter Memorial Library without prior permission from the Director.
- f. Listening equipment is available from the Executive Assistant. Making copies of recordings is not permitted.
- g. Please do not reshelve materials; leave them on any table in the reading room.

IV. Photoduplication

- a. Researchers wishing to have photocopying done must consult the Director. Restricted materials may be photocopied only by MMF staff.
- c. Photocopies are made for personal research only, and are not to be further reproduced or placed in another repository without prior written permission from the Director.
- d. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified by the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. The MMF reserves the right to refuse to accept a copying request if, in its judgment, fulfillment of the request would involve violation of copyright law.
- e. The MMF charges a nominal fee for photocopies, which must be paid at the time of the request.

V. Permission to Publish, Edit, Perform, or Record

- a. Permission to have materials photocopied does not constitute permission to publish, edit, perform, or record the materials.
- b. Prior written permission must be obtained from the Director for any of the following activities based on MMF materials:
 - 1. Editing or arranging
 - 2. Publication in any form
 - 3. Public performance of any kind
 - 4. Recording for public use.
- c. Additional fees may be charged for the above activities.

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