**SAMPLING, CASTING, AND 3D**

**IMAGING REQUEST FORM**

Anthropology Collections

Please fill in this form, and email it along with your formal proposal to Esther Rimer at rimere@si.edu.

**REQUESTOR:**

**Name**

**Title / institution**

**Address**

**Phone number**

**Email**

**DATE OF REQUEST**:

**TYPE OF REQUEST** (check box(es) and specify further as needed):

|  |  |  |
| --- | --- | --- |
| [ ]  Sampling (see section a) | [ ]  Casting (see section a) | [ ]  3D Imaging (see section b) |

1. **SAMPLING or CASTING (check box and specify)**

|  |  |
| --- | --- |
| [ ]  Destructive | [ ]  Non-destructive |

Specify the form(s) of analysis (e.g. AMS radiocarbon, XRF, aDNA…):

|  |
| --- |
|  |

Fill out the Objects Requested (below) and proceed to page 2.

1. **3D IMAGING**

Specify the form(s) of imaging (e.g. Photogrammetry, CT scans, laser, structured light…):

|  |
| --- |
|  |

Fill out the Objects Requested (below) and proceed to page 3.

**OBJECTS REQUESTED** (Include catalog numbers and brief descriptions below. Add rows as needed)**:**

|  |  |  |
| --- | --- | --- |
|  | Catalog Number | Description |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

**FOR SAMPLING AND CASTING REQUESTS ONLY**

**PURPOSE OF ANALYSIS** (Write a short summary of purpose/intent below, and attach a formal proposal or detailed statement (1-2 pages) with the proposed research methodology and expected analytical result(s):

**ESTIMATED SAMPLE SIZE OR WEIGHT:**

**WHERE WILL THE ANALYSIS OR CASTING BE PERFORMED?:**

**Institution**

**Contact name**

**Address**

**Phone number**

**Email**

**WILL THE SAMPLE(S) BE RETURNED? IF SO, WHEN?:**

**ALL SAMPLE OR CAST REQUESTORS:**

\_\_\_\_\_\_\_ (initial) I understand that photographic documentation is required for all analytical procedures, including casting. In addition, I must submit the results and a summary of my analysis to the Conservation Laboratory for their permanent collections records. I will also share a copy of any publication containing these results and/or photographs from the sampling.

\_\_\_\_\_\_\_ (initial) I have read and agree to all of the policies and procedures established on the form: Anthropology Sampling Review Committee Policies, Procedures, and Guidelines ([https://anthropology.si.edu/cm/Sampling\_Casting\_Guidelines.pdf)](https://anthropology.si.edu/cm/Sampling_Casting_Guidelines.pdf%29).

**For** **Requests relating to Native North American Collections:**

Destructive sampling and reproduction (e.g., casting and 3D imaging) requests from Native North American collections should show evidence of tribal consultation and consent for the proposed sampling and research to be considered for approval. We welcome a brief statement summarizing the tribal consultation that was performed for this request.

**FOR NUCLEIC ACID SAMPLE REQUESTORS ONLY**

\_\_\_\_\_\_\_ (initial) I understand that I must follow the guidelines and time frames specified in the NMNH Anthropology Sampling Guidelines for depositing genetic and genomic data. I will also include a data management plan with my proposal and sampling request application.

**ALL SAMPLE OR CAST REQUESTORS:** Sign below in full.

|  |  |  |
| --- | --- | --- |
| Signature: | Print Name: | Date: |

**FOR 3D IMAGING REQUESTS ONLY**

**INTENDED USE** (Please briefly describe your intended use, below. A separate formal proposal with more detailed information should be included with this form, specifying the products, mediums, uses, etc. of the digital files.

**GENERAL CONDITIONS ON REPRODUCTION AND USE OF 3D DIGITAL FILES AND PHYSICAL MODELS:**

The following conditions apply unless otherwise specified in writing by the Smithsonian Institution.

1. Permission is for one-time, non-exclusive use only within the project described on the reverse. Requests for additional uses will be considered upon submission of a new form.
2. The Smithsonian Institution makes no warranty or representations, including regarding fitness for publication or reproduction of the information in the collections, or accuracy of catalogue data.
3. This permission extends only to rights held by the Smithsonian Institution. This permission does not purport to include any rights that other parties, known and unknown, may have in the materials. Requestor is responsible for obtaining any and all permissions as may be necessary from the holder of the copyright and related rights to the material (including, as appropriate, permission from individuals whose images and/or voices appear in the materials).
4. Requestor agrees to indemnify and hold harmless the United States, Smithsonian Institution, its regents, agents, and employees, from all claims, actions, judgments, and expenses (including reasonable attorney fees) arising from requestor's use of the material provided pursuant to this request.

**CREDIT LINE** (Unless otherwise indicated, the requestor shall give credit to the Smithsonian Institution in presentation of 3D models or other representations using the credit line:[Catalogue number], Department of Anthropology, Smithsonian Institution

**PERMISSIONS FEE** (if applicable):

ADDITIONAL TERMS AND CONDITIONS:

A copy of the digital files, using the file naming convention of the Department of Anthropology, shall be provided to the Department for archiving and possible use by the Smithsonian.

Digital files for some culturally sensitive collections may be restricted under Smithsonian Directive 609.

**REQUESTOR AGREES TO THE ABOVE CONDITIONS:**

|  |  |  |
| --- | --- | --- |
| Signature: | Print Name: | Date: |

**3D IMAGE PERMISSIONS USE REQUESTS**

**PUBLICATION OR PRINTING OF 3D IMAGES MUST BE APPROVED BY DEPARTMENT OF ANTHROPOLOGY STAFF PRIOR TO USE OR REPRODUCTION.**

**(Inform us of your specific intended use as noted above):**

|  |  |
| --- | --- |
| Use approved By (Print): | Title:  |
| Signature: | Date: |