



Archives at the National Centre for Biological Sciences (NCBS)
Tata Institute for Fundamental Research

Section A: Archives Researcher Application: Introduction

Thank you for your interest in the Archives. Our collections document the institutional history of NCBS and histories pertinent to the institute from the biological sciences and allied fields. The holdings of the Archives include documents, photographs, oral histories and print and audiovisual material. The Archives holdings do not circulate.

The Archives reading rooms are open to the public. Scholars and other qualified researchers may apply in writing for access to the collections. All enquiries must be in writing and should state in full the researcher's purpose in consulting the Archives. In addition, supporting documents, such as a letter from an advisor in case of PhD students, will be requested from the researcher.

The Archives does not provide research services. We encourage researchers to visit the archives in person and take notes from the material that they consult.

Completion of a registration form will be required prior to admission to the collections. No registration fees are charged for using the research facility.



Section B: Archives Researcher Application: Use of Material

As a general principle, records owned by the Archives are available for reproduction with appropriate citation. **Archival material can be reproduced when it is not in violation of copyright laws, IPR (intellectual property rights) and restriction set on records under loan (including digital-native archival material).** Digital copies of records viewed on the online archive follow the same access rules as the original record.

The terms of reproduction are described in every record's metadata in the Archives. **Please note that it is the researcher's responsibility to obtain permission from the owner of copyright** before citing, quoting, or otherwise reproducing any material whose literary rights or reproduction rights are owned or supervised by NCBS or third parties. All permission to use documents, images or sound recordings are granted on a one-time basis only. The Archives requests the researcher to submit a copy of her/his work to the Archives on completion of the project.

Researchers can order five folder numbers at a time from the physical archive. Archival records will be held on reserve for a maximum of five working days if indicated by the researcher. The Archival records will not be held out for an indefinite period and once returned to storage will have to be requested again.

Researchers may apply for reproductions of manuscripts, transcriptions or pictorial material for research purpose only. Photocopy or scanning requests for records that do not yet have digital copies will be reviewed by the Archives Office. No more than 60% of the contents of an archival file will be copied after review by the Archives Office. Special charges will be applicable for publications, commercial use or exhibitions. The Archives reserves the right to refuse to copy any record in its collection. Physical archival material will only be reproduced if it is possible to do so without damaging the physical integrity of the item and taking into account the limited reproduction resources of the Archives.

Researchers should note that the conditions under which certain collections are deposited require application to the owners or trustees of those collections before access can be granted. Researchers, especially those from overseas, are strongly recommended to contact the Archives in advance to avoid delays caused by such applications.

For citations in published or in unpublished papers or visual works, this repository should be listed as the Archives Office, National Centre for Biological Sciences, Tata Institute of Fundamental Research, Bangalore. Suggested short citation format: "Record title, Object ID, Archives at NCBS."



Section C: Archives Researcher Application: Research Room Rules

- All visitors must sign in before using the reading rooms. No appointment is necessary.
- Completion of a [registration](#) form and an appointment is required prior to access to the collections. Access may take up to two days.
- No umbrellas, folders, envelopes, carry cases, bags, including carry cases for laptop computers may be brought into the research room. These must be left in the reception storage.
- The reading rooms are quiet spaces. Mobile phones must be switched off. Personal stereos may not be used.
- No food or drinks allowed in the Archives at any time.
- All reading room areas of the Archives are under constant CCTV surveillance.
- Researchers must not bring into the Research Room anything liable to cause damage to the archival material. This includes food, chewing gum, newspapers, sharp instruments, erasers and correcting fluid.
- Smoking is prohibited in all parts of the Archives.
- All archival material is fragile and must be treated with respect.
- Five folder level records can be ordered at a time.
- Ensure your hands are clean.
- Do not lick or moisten fingers before turning pages.
- Do not lean on or place anything on archival material. Do not rest your notebook, paper or cards on archival material while taking notes.
- Do not mark, crease or fold archival material.
- Do not rearrange loose documents, or remove tags or fasteners from files.
- Do not place handbags or clothing on the reading table.
- Bookstands must be used where directed by the Archivist.
- Gloves must be used when handling fragile material or photographs when directed by the Archivist.
- Pencils only may be used for any purpose in the Research Room. No pen of any kind may be used for any purpose. No pen should be produced or left on a table inside the Reading Rooms.
- Laptop computers may be used.
- Use of any photographic (including camera-enabled phones), photocopying and scanning equipment is prohibited without the permission of the Archives staff.
- Researchers are responsible for the archival material issued to them. Archival material may not be handed by one researcher to another.

Section D: Contact:

The Archives Office is open for research from 09:30 AM to 05:30 PM (Monday – Saturday). We are closed on Sundays and on public holidays.

Archives, National Centre for Biological Sciences (NCBS)

Tata Institute of Fundamental Research

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Archives Researcher Application Form

Archives, National Centre for Biological Sciences

Tata Institute of Fundamental Research, Bellary Road, Bangalore – 560065. India

+91-80-2366-6011 | archives@ncbs.res.in

Name	
Organization	
Address	
Local address	
E-mail	
Telephone (M)	
Telephone (O)	
Other affiliation	
Purpose of research	
Publication Plans	

We attempt to inform researchers of others with similar research interests. May we share your name and information about your research topic with others working in the same area? (Please initial.)

Yes _____ No _____

I have read the Access and Use policies of the Archives and agree to abide by them. I understand that failure to abide by these rules will result in revocation of my research privileges.

Signature

Date