



**PURITA KALAW-LEDESMA RESOURCE CENTER
REGISTRATION & SURVEY FORM**

Date _____

- First-time Visit
- Locally-based researcher
- Internationally based researcher

Code # _____

PLEASE PRINT LEGIBLY

Surname/Family Name	Given Name(s)	
Permanent Home Address		
E MAIL ADDRESS		
CONTACT TELEPHONE NUMBER(S)		
Which description best applies to you?		
<input type="checkbox"/> Artist	<input type="checkbox"/> Journalist	<input type="checkbox"/> Private Researcher
<input type="checkbox"/> Curator	<input type="checkbox"/> PhD	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Lecturer	<input type="checkbox"/> Student MA	
<input type="checkbox"/> School Teacher/Professor	<input type="checkbox"/> Student undergraduate	
<input type="checkbox"/> Library/Archive/Museum staff	<input type="checkbox"/> Commercial Researcher	
HOW DID YOU HEAR ABOUT THE PKL RESOURCE CENTER?		
<input type="checkbox"/> Gallery Visit	<input type="checkbox"/> Other library/archive	
<input type="checkbox"/> Internet search	<input type="checkbox"/> Personal recommendation	
<input type="checkbox"/> Website	<input type="checkbox"/> University/college	
<input type="checkbox"/> Other museums	<input type="checkbox"/> Other (Please specify)	
Name and Address of Institution & Designation (if applicable)		
ADVISER'S E MAIL ADDRESS		
ADVISER'S CONTACT TELEPHONE NUMBER(S)		

TOPIC OF RESEARCH/DESCRIPTION OF RESEARCH PROJECT (Use additional sheet if needed)

PURPOSE OF RESEARCH

- For academic/ scholastic research
- For NGO/ non-profit
- For commercial purposes
- Research & Documentation related to provenance and authentication*
- Personal Research

SIGNIFICANCE OF STUDY (Use additional sheet if needed.)

REQUESTED RESEARCH MATERIALS

OUTCOME OF RESEARCH

- Thesis/unpublished paper
- Non-academic publication
- Other (Please specify)
- Academic publication
- Exhibition

Social Impact Assessment

Dear Researcher,

The PKL Resource Center is interested in determining the social impact it has on the arts. Hence, your inputs regarding this will be very valuable.

Please take some time to share your thoughts regarding the questions below. These will guide the Center with respect to its linkages, projects, activities, policies, and the like.

Thank you very much for your help with this initiative.

Sincerely,

Ada L. Mabilangan

President

Kalaw-Ledesma Foundation, Inc.

A. The PKL Center

Who are the individuals and/or organizations who will benefit from what the PKL Center can offer?

(Check all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> School children | <input type="checkbox"/> Curators |
| <input type="checkbox"/> College/graduate students | <input type="checkbox"/> Researchers |
| <input type="checkbox"/> Colleges/universities | <input type="checkbox"/> Journalists |
| <input type="checkbox"/> Professors | <input type="checkbox"/> Art Patrons |
| <input type="checkbox"/> Museums | <input type="checkbox"/> Others (Please specify) |

What are the Center's strengths? (Check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Location | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Physical space/interiors | <input type="checkbox"/> Art collection |
| <input type="checkbox"/> Facilities (e.g., wifi, photocopier, etc.) | <input type="checkbox"/> Archives |
| <input type="checkbox"/> Policies | <input type="checkbox"/> Others (Please specify) |

What are the Center's weaknesses (Check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Location | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Physical space/interiors | <input type="checkbox"/> Art collection |
| <input type="checkbox"/> Facilities (e.g., wifi, photocopier, etc.) | <input type="checkbox"/> Archives |
| <input type="checkbox"/> Policies | <input type="checkbox"/> Others (Please specify) |

What suggestions can you make to improve the Center?

B. Your Research

Who is the target audience of your research?

What possible impact (e.g., increased awareness, validation, historical significance, etc.) do you see your research having at the ...

International level

Regional level

National level

Local or community level

Organizational level

Project or Program level

Personal level

RESOURCE CENTER RULES

The Resource Center is committed to preserving its collection. We must therefore request that you read and observe the rules below. Violation of these rules will lead to the termination of research privileges at the Center.

1. Food and drinks are not permitted.
2. Please deposit all personal belongings that you will not need with the receptionist.
3. Only the computer provided by the Center can be used. Personal laptops will only be used under the discretion of the PKL Staff present.
4. Please switch all mobile phones to silent mode.
5. Other than digitalized copies, archival material is highly fragile and needs to be handled with extreme care. To help minimize any damage, original documents must remain on the table and be kept separate from the researcher's notes.
 - Documents must not be rearranged, removed from their covers or taken out of the Resource Center.
 - Marker pens and Post-it notes may not be used as they can damage the records.
 - When you are finished, leave all archival material on the table. The Center's staff will be the one to return these.
6. The copyright law of the Philippines governs the copying of works in libraries. The authority to produce copies is given to libraries under certain conditions specified by the law. One of the conditions is the declaration provided by the researcher that the copy is requested for the purpose of research of study and will not be used for any other purpose.
 - Researchers are only allowed a **maximum of 20 pages** per visit and per volume from the scrapbook.
 - Copy only **one article** from an issue or a periodical.
 - Photography, videography and reproduction of materials is strictly prohibited. Please seek the assistance of the Center's staff regarding reproduction of materials.
 - For use of the copied materials for purposes other than research or study, the researcher must seek authorization from the copyright owner.
 - Researchers must not reproduce the copy to sell or share it online.
 - The researcher is responsible for the accuracy of citations or any form of reference made to the materials copied. Acknowledgement should be made to "Kalaw-Ledesma Foundation, Inc."
7. Researchers must provide the Resource Center with a complimentary copy of any research paper or publication resulting from the use of the Resource Center. This may be added to the Resource Center collection and made accessible to other researchers.

By signing below, the researcher acknowledges full understanding of the copyright law of the Philippines and the Kalaw-Ledesma Foundation, Inc. Resource Center rules.

Signature

Date