#### Accession Record

Date(s)	
Donor	
Project Mgr./Staff Contact	
Fieldworker(s)	
Artist/Informant	
Fieldwork Location	
Project	
Project Description	
Related Projects	
,	
Religious Group	
0	
Subjects	
,	
Notes	
. 10105	



Accession Record	page 2
Objects	
Field/Project Notes	
Slides/Transparencies	
·	
Prints/Negatives	
<u> </u>	
Maps	
Audio	
Video	
Data Disks	
Published Material	
Other	
Galei	



#### MICHIGAN TRADITIONAL ARTS PROGRAM

#### Consent Form

Through photographic and audio-recordings, the Michigan Traditional Arts Program documents cultural history, especially that of Michigan and the Great Lakes region.

Your participation in this research is strictly voluntary. You may choose not to participate at all or to terminate your participation at any time without penalty.

The amount of time this recording will take will vary depending on how much time you have and the amount of information you wish to share.

By signing the form below, you give your permission to include any tapes and/or photographs made by Michigan Traditional Arts Program representatives in the Michigan folklife research collection where they will be available to researchers and the public for scholarly and educational purposes. Examples of possible uses and benefits include publications, electronic media, exhibits, festivals, educational packets for schools and community groups, educational media programs and publicity for Michigan Traditional Arts Program projects.

By giving your permission you do not give up any copyright or performance rights that you may hold. You can also specify any special conditions regarding use of your materials.

If you have any general questions about this research project, contact Marsha MacDowell or Yvonne Lockwood at the MSU Museum (517/355-0368).

If you have questions or concerns regarding your rights as a study participant, or are dissatisfied at any time with any aspect of this study, you may contact—anonymously if you wish—Ashir Kumar, M.D., chair of the University Committee on Research Involving Human Subjects (UCRIHS) by phone: (517) 355-2180, fax (517) 432-4503, email: ucrihs@msu.edu, or regular mail: 202 Olds Hall, East Lansing, MI 48824.

The amount of time my participation will take and what I will do have been explained to me. Any special conditions regarding use of my materials are listed below. Otherwise, I agree to the terms described above.

Artist/Informant Signature	Tribal Affiliation (as you want it noted)
Artist/Informant Name (Please Print)	
Street	() Phone
City/State/Zip	E-mail
x Researcher Signature	
Researcher Name (Please Print)	Date
You may use my name in associ	ovided in a Michigan Traditional Arts Program project or publication. iation with my materials.  ad/or phone number to the public.



# MICHIGAN TRADITIONAL ARTS PROGRAM Professional Ethics in Folklife Research

In keeping with Michigan State University's concern for the rights of human subjects in university-related research, all persons working on projects associated with the Michigan Traditional Arts Program (MTAP), Michigan State University Museum, will abide by the following principles (drawn from the American Folklore Society "Statement of Ethics"):

- 1. The researchers' primary responsibility is to those they study. When there is a conflict of interest, these individuals must come first. Researchers must strive to protect the physical, social, and psychological welfare of their informants and to honor the dignity and privacy of those studied.
- 2. The aims of the MTAP project should be communicated as well as possible to the informant.
- **3.** Participation in all MTAP projects must be voluntary. Interviewees must be told in advance of any interviewing or information collection that their participation is voluntary and that they may choose not to participate or not to provide certain information without penalty.
- **4.** Where research involves the acquisition of material and information transferred on the assumption of trust between persons, the rights, interests, and sensitivities of those studied must be safeguarded. A MTAP consent form must be used for all photographic documentation and tape recording.
- 5. Informants have the right to remain anonymous (see relevant clause in MTAP consent form).
- **6.** There shall be no exploitation of individual informants for personal gain.
- 7. The anticipated consequences of the research should be communicated as fully as possible to the individuals and groups likely to be affected. This is particularly the case where informants might be in this country illegally or where they engage in traditions which involve illegal materials or practices.

TO BE SIGNED BY RESEARCHER: I have read the above statement and agree to	o abide by it to the best of my ability.
Signature	Date



### Artist/Informant Data

Name (last, first, middle)	
·	
, ,	
•	
,	Work Phone
•	
	e-mail
	Deathdate
·	
•	
Genre of Artist	
Genre of Product	
Religious Affiliation	
Primary Language	
Other Languages	
Fieldworker	
Notes	



### Film Record

Project Mgr./Staff Contact	ct				
Fieldworker					
Photographer					
Date					
Location					
Artist(s)/Informant(s)					
Subject					
ŕ					
Film Info	□B/W	Contact S	Sheet	Prints	Print size
	Color	_			Transparencies
Film size	<del>_</del>				
Roll#			# of image	es used	
Digital Images		<b>□</b> MAC			
	File format			G BM	IP
lmage #	Image Descript	_			



#### Film Record page 2

Image #	Image Description
	-



## Tape Record

Project Mgr./Staff Contact	ct
Fieldworker	
Date	
Artist(s)/Informant(s)	
Time of Day	
Other People Present	
Summary description of	tape content
Counter	Description

<sup>\*</sup> If interview was recorded indoors, please draw diagram on back showing room in which recording was done as well as mic placement and recorder placement



Counter	Description

<sup>\*</sup> If interview was recorded indoors, please draw diagram showing room in which recording was done as well as mic placement and recorder placement.



Tape Record

page 2

# Videotape Record

Project Mgr./Staff Contact	ct
Fieldworker	
Date	
Artist(s)/Informant(s)	
Culci i copie i reserit	
Summary description of	tane content
Summary description of	tape content
Country	Description
Counter	Description



#### Videotape Record page 2

Counter	Description



#### PLEASE USE THIS SHEET AS A CHECKLIST

[] Signed "Professional Ethics in Field Research" Form
[ ] Signed Consent Forms for all persons interviewed/photographed
[ ] Completed <u>Artist/Informant Data</u> Sheets
[ ] Completed <u>Accession Record</u>
[ ] Audio/Video Recordings (with completed <u>Tape Records</u> )
[ ] Commercial Recordings
[ ] Film, Contact Sheets (with completed <u>Film Records</u> )
[ ] Objects (with completed <u>Object Data</u> Sheets)
•
[ ] List of involved Staff, Fieldworkers, Informants
[] Field Notes
[] Travel Logs
[] Fieldwork Report (summary/narrative)
[] Public Program Data
[ ] Biographical Summaries
[] Printed/published materials
[] Other Resources
[ ] Electronic File/Computer disk copy
n addition, certain projects use survey or evaluation forms:
[] Michigan Traditional Arts Apprenticeship Assessment Form
[ ] Michigan Quilt Project Inventory Form
[] Rag Rug Project Form
[] Michigan Barn & Farmstead Survey Form
[] 4-H History Project Form
[] Association of Michigan Basketweavers Heritage Basket Collection Project
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1



# Object Record

Collector/Fieldworker		
Maker		
Object		
Title		
Subject		
Name Indigenous		
Ethnic/Cultural Origin		
Religious Affiliation	Group Affiliation	
Date Collected	Where Collected	
Date Made	Where Made	
Date Used	Where Used	
Method Manufacture	Material Manufacture	
Object History		
Inscription		
Dimensions ( in cm ft other	١.	
•		
	Diameter Circumference	
Description		



### **Source Information**

Check one:	☐ Donation	☐ Purchase
Last Name		
Middle Name_		
First Name		
Organization		
Address		
City		State Zip
County		Country
		Alternate Phone
Fax		Email
Project		

