Patron Registration Form

In order that the staff may better assist you in your research and compile needed statistics on the use of the archival collections, please complete all information requested on the form below and return the form to the reference desk.

(PLEASE PRINT) _____________________

DATE

Name___________________________________________________________

Address__________________________________________________________

City________________________state______________zip_________________

Phone (_________)____________________email________________________

Patron status:

Student___________________________ Organization____________________

Scholar___________________________ Personal interest_________________

Staff______________________________Other__________________________

Research topic:

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

Please read the general regulations listed on the reverse side of this form and sign where indicated.

For Staff Use Only:

I.D. presented:____________________________________________________

Staff Member:____________________________________________________
General Regulations

1. Patrons are required to sign the register each day at the registration desk.

2. All patrons must complete an annual registration form and present personal photographic identification (driver’s license, employee’s identification card, school identification card, etc.) at the time of registration.

3. All patrons are asked to place briefcases, book bags, purses, binders, folders, hats, coats, oversized garments, or bulky items in lockers provided for storage of such items. These items are not permitted in the reading room.

4. The archives division’s stack area is closed to the public. Patrons must request items by the use of “request slips.” An attendant will retrieve and deliver the requested materials to the patron. Each patron is responsible for the proper use and return of the material charged. Patrons may not lend or exchange materials with another patron.

5. Materials cannot be borrowed or removed for any purpose from the reading room.

6. Notes must be taken with pencil only. The division will provide a pencil for those who need it. Tape recorders, typewriters, and computers are permitted provided other patrons are not disturbed.

7. The archives division will supply notepaper for those who need it. Staff will examine all notepaper and equipment when patrons are exiting the reading room.

8. Patrons are asked to observe and to note that eating, drinking, and smoking are not permitted in the reading room.

9. Each patron will be permitted one manuscript folder or one archival box, or one book, at a time. Subsequent materials will be provided when you have returned the initially requested items to the reference desk.

10. Materials must be handled with great care. They must not be marked, cut, torn, folded, soiled, re-arranged, or in any way damaged. Unopened pages in books should be shown to staff at the reference desk. Do not attempt to open them yourself. Materials must rest on the table at all times.
11. Patrons are requested to stop work 15 minutes before closing time, in order for materials to be checked and reshelved.

12. Photocopy services are provided through the archives division. A staff member will manage all requests. Photocopy request forms are available at the service desk and should be completed by the patron and submitted to the staff member. The Archives, Records, and History Division does not provide commonly requested microfilm, photostatic, or photographic copies. Photo-duplication costs are assessed per exposure.

13. All patrons must permit inspection of their research materials and personal items, if any, by staff personnel upon leaving the Reading Room and or by University Police before exiting the building.

The copyright act of 1978 (pl 94-553) provides protection for all writing from the dates of their creation whether or not they are formally copyrighted. Generally, the term of copyright is the life of the author plus fifty years, but the law also extends copyright protection until December 31, 2002, to all unpublished works not protected under common law. Persons wishing to quote from materials in special collections should consult knowledgeable staff members. The Archives, Records and History Division does hold copyright to some of its manuscript collections and may have information about others. It is very important that researchers obtain permission to reproduce materials not clearly in the public domain, as penalties for violation of this statute are severe.

The nature of the material is unique and freely granted to all patrons; however, appropriate care must be exercised to insure that future generations of researchers will have access to these materials. It is the responsibility of the patron to assist the Archives, Records and History Division in the preservation of the archival materials.

I have read the general regulations of the Archives, Records and History Division that are listed and hereby agree to abide by them.

________________________________________________________________
Signature       Date

ARC 1-7/24/07