



Special Collections Researcher Registration Form

Please print legibly

Name: _____ **Photo ID Number:** _____

Form of Photo ID Driver's License: _____ Campus ID Other: _____

Address: _____ **Telephone:** _____

Email: _____

Affiliation: _____

Reading Room Rules Governing Use of Special Collections Materials

1. All researchers must register with the Special Collections unit by reading and signing this form.
2. Materials remain in the Reading Room (L254) and do not circulate.
3. Permission to view Special Collections materials is for research purposes only. This does not include permission to reproduce or disseminate the materials consulted. Permission for any of these uses must be obtained by separate agreement with the Special Collections unit.
4. Over clothes and bags are to be left at Reading Room entrance book shelves. Only paper, pencil, and/or a laptop computer are allowed at Reading Room research tables when Special Collections materials are present.
5. Use of digital cameras is sometimes permitted at the discretion of staff; use of scanners of any kind is not permitted.
6. Duplication of materials is permitted at Special Collections staff discretion, and provided on a fee basis. Duplications are not to be used for any purpose other than for private study, scholarship, or research.
7. Researchers are to use extra care when consulting Special Collections materials. Training in appropriate handling will be provided. No marks of any kind should be made on them, nor should weight be placed on them.
8. For manuscript collections, it is important that the order of the materials be retained. If it appears that something is out of order, researchers should notify a staff member of the situation rather than attempting to revise the order on their own.
9. Food and drink are not permitted in the Reading Room.

WARNING CONCERNING COPYRIGHT RESTRICTIONS:

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if in its judgment fulfillment of the order would involve violation of copyright law.

I have read and agree to abide by the above rules for use of the Special Collections unit.

Signature of Researcher: _____

Date: _____

Approved 02/17/2017: LJF

