Patron Registration Forms
Boston Public Library
Preregistration Form
Rare Books Department
McKim Building, 3rd Floor
617-536-5400, ext. 2225

Please fill out and submit this form, or write to us at this address:

Rare Books & Manuscripts
Boston Public Library
P.O. Box 286
Boston, MA 02117 USA
Phone: (617) 536-5400 ext. 2225

or call us at (617) 536-5400, or send e-mail to Rare Books & Manuscripts Department.

* REQUIRED FIELDS

*Name: 

*Street: 

*City: 

*St/Prov: MA

*Country: United States

*Zip: 

*Phone: 

*Email: 

*Subject: 

*Date of Anticipated Visit 

Institution: 

Publication: 

STATUS

1. □ Professor 
2. □ Doctoral Candidate 
3. □ Graduate Student 
4. □ Librarian 
5. □ Other 

Any other special requests or comments? 

Submit Registration 
Clear Fields

NOTE: All correspondence (e-mail, fax, letter) will be processed in the order in which it was received.
Advanced Reading Privileges Request Form

Please read the following "Terms of Use" Agreement before completing request form:

The L. Tom Perry Special Collections Library exists to preserve valuable books and manuscripts and to make them available for research. These regulations are not intended to hamper research, but to provide access to our materials in a manner that ensures their preservation. Readers are asked to consider our books and manuscripts as permanent resources for future scholarship, and to treat them accordingly.

Advanced Reading Privileges allow patrons to access all of our general book collections, plus rare book collections, manuscript collections, photograph collections and vault materials.

Books and Manuscripts:
- Researchers must provide acceptable photo identification each time materials are requested.
- Approval is granted on an item-by-item basis, and is limited to those who show scholarly intent.
- Collections may only be used in the reading room (1130 HBLL). Materials may not be removed for any reason.
- Only loose sheets of paper, pencils and laptops or handhelds can be taken into the reading room. Personal possessions (briefcases, backpacks, phones, jackets, etc.) must be placed in a locker. Lockers are provided free of charge.
- Limited copy service is provided by department staff. Ask about copying policies.
- The department reserves the right to refuse or limit the use of materials. Failure to observe departmental regulations can be cause for denial of access.
- Theft or mutilation of documents or books is a crime that will be prosecuted.

Manuscripts:
- All materials must be handled with great care. Researchers must not lean on materials or trace, write on, or fold them. Manuscripts must be kept in order received and may not be removed from folders. Only one folder at a time may be removed from a manuscript box.
- Permission to publish, wholly or in part, from manuscript collections or photographs or to broadcast or perform for profit any recording or videotape, other than fair use excerpts as specified in the copyright law, must be sought in writing from the department. Researchers are responsible for securing permission to publish from materials under copyright. In most instances the department does not hold this copyright.
- Researchers should cite the full name of the collection and of the institution as the source of manuscripts or photographs used in published or unpublished works. Example: The Newel K. Whitney Collection, L. Tom Perry Special Collections, Harold B. Lee Library, Brigham Young University. In citing University records, use the following form: Office of the Dean of the College of Social Sciences, Brigham Young University Archives.

I have read the Terms of Use Agreement and I agree to abide by it.

I Accept  I Decline
Request Reading Privileges

Advanced Reading Privileges Request Form

Please **FILL OUT THE FOLLOWING INFORMATION** for our records:

- I am renewing my reading privileges for another year

**Personal Information**

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**Research Information**

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Make sure you have filled out the information completely.
After a brief interview, you will be granted access to the vast holdings of Special Collections.

Submit Form  Reset

Thank You!
APPLICATION FOR USE OF MATERIALS

Name________________________________________________ Date__________________
Permanent Address _____________________________________ Phone_________________
_____________________________________
Email________________________________________________
Local Address _________________________________________ Phone_________________

Institutional Affiliation ______________________________________________________________
Academic Status (if any): ( ) Undergraduate ( ) Graduate Student
( ) Faculty ( ) Staff ( ) Other

Purpose of Research: ( ) Student Paper ( ) M.A. Thesis ( ) Dissertation
( ) Article ( ) Book ( ) Personal Interest

Subject of Research (please be specific): _______________________________________________
________________________________________________________________________________

RULES GOVERNING THE USE OF MATERIALS

1. PERMISSION TO EXAMINE: Permission to examine materials will be granted to all persons who complete this application form, provide valid identification (preferably a driver’s license or UConn ID), and agree to abide by the following rules and regulations. Permission is granted subject to restrictions that may have been placed on the material by its donors or depositors. Access to unprocessed collections or unprocessed portions of partially processed collections will be at the discretion of the department. In certain cases, researchers may be required to use reference copies when they are available. Researchers should complete a separate call slip for each group of materials.

2. PROTECTION OF MATERIALS: Readers are required to leave coats, briefcases, purses, laptop cases and other personal belongings in lockers provided. Only pencils, note paper, laptops, and film/digital cameras may be taken into the reading room. Eating and drinking are prohibited. Cell phone ringers must be set to mute or vibrate. All belongings taken into the reading room are subject to inspection by the staff.

3. USE OF MATERIALS: The researcher is responsible for safeguarding any materials made available for use. Make sure materials rest fully on the work surface, turn pages from the top of the document. Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them. Readers are asked to handle papers carefully, maintaining their established order in folders and notifying a staff member if papers are misfiled or if a date is believed to be inaccurate. Materials should be carefully replaced in the folders so that edges do not protrude. Folders should be kept in order in the boxes. Materials no longer needed should be returned to the reference desk.

12/14/2005 Last revised
4. PERMISSION TO PUBLISH: Permission to examine materials is not an authorization to publish from them. A separate written application for permission to publish must be made to Archives and Special Collections identifying the items to be published. Further permissions to publish must be obtained from the owner(s) of the copyright. Researchers who plan eventual publication of their work should inquire about possible copyright restrictions. Each researcher must assume full responsibility for any legal questions that may arise as a result of use of materials. A free copy of all publications is to be presented to the Library as soon as the work is published. Exclusive rights to examine or publish materials will not be granted.

5. REPRODUCTION: Archives and Special Collections will consider requests by separate application for the reproduction of limited amounts of material when copyright restrictions permit and when such duplication can be made without injury to the material. Reproduction services are provided, although researchers may use their own film/digital cameras in the reading room. Reproductions must not be further copied or made available to another researcher. Supplying or obtaining a reproduction is not an authorization to publish.

6. CITATION: The location of materials quoted or referred to in published or unpublished papers should be accurately and precisely noted. Researchers should use this format for citations:

[Item Description, # : #], [Collection title]. Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.

Examples:

- David Laine to Edward Ingraham, January 5, 1945, Folder 65, Edward Ingraham Papers. Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.

- Trial brief: “1933-36 Preparation for Aggression”, Folder 7208, Thomas J. Dodd Papers. Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.

- Original mss. sent to printer and returned by E. Wilentz, Folder 350, Charles Olson Papers. Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.

I hereby request permission to examine material held by Archives and Special Collections, University of Connecticut Libraries. In consideration of my being granted permission to examine material on the terms set forth above, I agree to indemnify and hold harmless the University of Connecticut and its officers, employees, and agents from and against all claims and actions arising out of my use of the material. I have read the rules for use of materials and agree to abide by them.

_______________________________________  __________________________
Signature of researcher     Date

________________________________________ __________________________
Approved by Date
Patron Registration/Use Form and Guidelines

Welcome to the Special Collections Research Room

Due to their value, condition, and uniqueness, special collections do not circulate and must be used in the Research Room. Special Collections require special handling and security precautions to ensure their long-term preservation. Before materials are retrieved, patrons should: sign in at the desk; place bags and containers, including laptop cases, in lockers; and fill out the Patron Registration/Use Form (identification will be examined).

While using materials, patrons should: use only pencils to take notes; request permission to photocopy; return all materials to the desk; check out at the desk. Highlighters are not allowed. Notebooks and similar personal items may be inspected before patrons leave. No food or drink, including bottled water, is allowed in the Research Room. Cell phones should be turned off and pagers set to vibrate. The Research Room is equipped with video surveillance.

Signature __________________________________________________________ Date __________________

Address _________________________________ City ______________ State _____ Zip ____________
(Please Print)

Phone _____________________________ e-mail __________________________________________
(Circle one)

Faculty Visiting Faculty Undergraduate Graduate Student Alumni Staff Other

Institutional Affiliation __________________________________________________________
(Circle purpose of visit)

book/article dissertation/thesis term paper/project genealogy personal interest

(course name and number) _________________________________________________________

Name: ________________________________________________________________ [Desk____]
(Please Print) Last First

Please Turn Over to Request Materials
Request Materials

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Name of Book/Collection/Material

Manuscript Number/Series: ____________________________ Container Number: ____________________________

Book Call Number/Periodical Date/Volume:

**Staff Use:**

Manuscript Location: ____________________________ Paged: _______ Date: ______________ Returned: _______ Date: ______________

Baldwin Belknap Florida History Manuscripts Rare Books University Archives

Name of Book/Collection/Material

Manuscript Number/Series: ____________________________ Container Number: ____________________________

Book Call Number/Periodical Date/Volume:

**Staff Use:**

Manuscript Location: ____________________________ Paged: _______ Date: ______________ Returned: _______ Date: ______________

Baldwin Belknap Florida History Manuscripts Rare Books University Archives

Name of Book/Collection/Material

Manuscript Number/Series: ____________________________ Container Number: ____________________________

Book Call Number/Periodical Date/Volume:

**Staff Use:**

Manuscript Location: ____________________________ Paged: _______ Date: ______________ Returned: _______ Date: ______________

Baldwin Belknap Florida History Manuscripts Rare Books University Archives

Name of Book/Collection/Material

Manuscript Number/Series: ____________________________ Container Number: ____________________________

Book Call Number/Periodical Date/Volume:

**Staff Use:**

Manuscript Location: ____________________________ Paged: _______ Date: ______________ Returned: _______ Date: ______________

Baldwin Belknap Florida History Manuscripts Rare Books University Archives

George A. Smathers Libraries/ Department of Special and Area Studies Collections/ 208 Smathers Library
PO Box 117007/The University of Florida/ Gainesville, FL 32611-7007/ (352) 392-9075/ http://www.uflib.ufl.edu/spec
Visitor Registration and Rules

Welcome to the Special Collections Research Room

Due to their value, condition, and uniqueness, special collections do not circulate and must be used in the Research Room. Special Collections require special handling and security precautions to ensure their long-term preservation. Researchers using special collections have first priority in utilizing the Research Room.

However, visitors may use the Research Room for the purpose of studying, reading, writing, etc. Discussion groups are not permitted. When visitors enter the Room they should: sign in at the Research Room Desk; place bags and containers, including laptop cases, in lockers; and fill out the Visitor Registration form (identification will be examined).

While in our Research Room, visitors should use only pencils and request permission to photocopy. Highlighters are not allowed. Notebooks and similar personal items may be inspected before visitors leave. No food or drink, including bottled water, is allowed in the Research Room. Cell phones should be turned off and pagers set to vibrate.

The Research Room is equipped with video surveillance.

Signature __________________________________________ Date __________________

Mailing Address __________________________ City ______ State ______ Zip ______
(Please Print)
Phone __________________________ e-mail __________________________

(Circle one)

Faculty Visiting Faculty Undergraduate Graduate Student Alumni Staff Other

Institutional Affiliation __________________________________________

Name: ______________________________________________________________________[Desk]_____
(Please Print) Last   First
The mission of the Department of Special Collections is to build and administer specialized subject collections. The collections often consist of unique, rare, and fragile items that require careful use if they are to be preserved for future use.

Reading Room Policies:

1. All users of Special Collections and Archives materials must provide a valid photo ID.
2. Researchers must register with the Department on an annual basis.
3. Special Collections materials may not be checked out and must be used in the reading room.
4. To help preserve the collections, no pens are allowed. Pencils and a pencil sharpener are available.
5. Photocopying is done by staff, only if condition of materials will not be harmed, at $.10 per page.
6. Eating, drinking, and smoking are not permitted in the reading room.
7. Use of cell phones in the reading room is prohibited. Cell phones may be used in the hallway outside of the reading room area.
8. Bags, backpacks, purses, and coats must be stored on the coat rack near the Reference Desk.
| Call Number or Collection: | _____________________________________ |
| Author: | _____________________________________ |
| Title: | _____________________________________ |
| Boxes (for archival collections): | ________________________________ |

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| Boxes (for archival collections): | ________________________________ |
UNIVERSITY OF KENTUCKY LIBRARIES  
LEXINGTON, KY 40506-039  
SPECIAL COLLECTIONS AND DIGITAL PROGRAMS

NAME (PLEASE PRINT) ____________________________________________________________
ADDRESS ________________________________________________________________________
INSTITUTION AND STATUS ________________________________________________________

I WISH TO USE THE FOLLOWING MANUSCRIPT MATERIAL. PLEASE BE AS SPECIFIC AS POSSIBLE:

THE MATERIAL IS TO BE USED IN CONNECTION WITH:

1. PAPER AT __________________ FOR __________________ WITH ___________________
   THESIS INSTITUTION COURSE OR DEGREE PROFESSOR

2. TITLE: ________________________________________________________________

3. RESEARCH FOR BOOK/ARTICLE ON: __________________________________________

4. OTHER: __________________________________________________________________

INTEND TO:
   ( ) EXAMINE ONLY
   ( ) COPY OR TAKE NOTES
   ( ) PUBLISH BOOK OR ARTICLE USING INFORMATION FROM MANUSCRIPTS
   ( ) PUBLISH TEXT OF MANUSCRIPT/S. IN WHOLE OR IN PART

IF YOUR WORK SHOULD BE PUBLISHED, PLEASE NOTIFY US SO THAT WE MAY BUY A COPY.

THE LITERARY RIGHTS OF MANUSCRIPTS BELONG TO THE WRITER OR HIS/HER HEIRS, UNLESS
SPECIFICALLY TRANSFERRED TO THE UNIVERSITY OF KENTUCKY LIBRARIES. THE RESEARCHER MUST
SECURE PERMISSION TO PUBLISH OR QUOTE EXTENSIVELY FROM SUCH MATERIALS.

1. NO FOUNTAIN OR BALL-POINT BALL PENS MAY BE USED FOR TAKING NOTES
2. CARDS OR SHEETS OF PAPER MAY NOT BE PLACED OVER MATERIALS WHILE TAKING NOTES
3. TRACINGS OF DRAWINGS, ETC. MAY NOT BE DONE WITHOUT SPECIAL PERMISSION
4. IF ANY ITEM APPEARS TO BE OUT OF SEQUENCE, PLEASE NOTIFY A STAFF MEMBER
5. PLEASE CONSULT A STAFF MEMBER BEFORE MAKING COPIES OF ANY MATERIALS

I AGREE TO ABIDE BY THE ABOVE CONDITIONS:

DATE: ___________________________ SIGNATURE ________________________________
Patron Registration Form

All researchers using the resources of the NCSU Libraries’ Special Collections Department and University Archives must complete this form. The information you provide will help the staff to assist you better in your research, compile statistics, and provide for the security of the collections.

Please print clearly.

Date: ______________ Day of the Week: ______________  □ Walk-in  □ Telephone  □ Mail  □ Email  □ Fax

Name: ___________________________ Phone: ___________________________

Address: ___________________________ Email: ___________________________

City: ___________________________ State: _______ Zip: __________

NCSU Affiliation:
□ Undergraduate  □ Graduate  □ Faculty  □ Staff  □ Alumni

Other Affiliation:
□ Visiting Academic Researcher: Institutional Affiliation ___________________________
□ Local Community  □ Other ___________________________

How did you learn about our holdings:
□ Instructor  □ Citation in published work  □ Referral from another library department  □ National Union Catalog of Manuscript Collections  □ World Wide Web (Internet)  □ Online catalog  □ Word of mouth  □ Printed guide  □ Other (please specify): ___________________________

Research Topic (optional): ___________________________

Contact Minutes: ____________  Office Use Only

G:\Special_Collections\Administration\Forms\Registration_Forms\Patron_Registration
NCSU Libraries
Special Collections and University Archives
Registration Form

Rules and Regulations

While using rare books, manuscripts and University Archives materials, we ask that you comply with the following:

Photo identification (driver's license, school ID) is required for the use of materials. The ID will be photocopied onto the research agreement.

Patrons must place their personal items in the lockers provided for safe storage.

Use only pencil while conducting research with the materials

Use caution when handling the material. Consult the librarian with any questions about use or condition.

Photocopying materials will be decided on the discretion of the librarian.

The department reserves the right to review the papers of our patrons at the end of each visit.

Food, beverages, and smoking are not allowed in the Reading Room.

The University Archives operates in accordance with the State Public Records Act, with unrestricted access to records not covered by state and federal Right to Privacy acts.

Manuscripts, photographs, sound recordings, film, and other items (except for University Archives materials) are protected under federal copyright law. The researcher is fully responsible for any legal issues surrounding the use of materials held by the department.

I have read, understood, and, by my signature below, agree to comply with the regulations set forth above, in order to use the materials in the custody of the Special Collections and University Archives Department, NCSU Libraries, North Carolina State University.

Signature: ___________________________ Date: ____________________________

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**UNIVERSITY OF WASHINGTON LIBRARIES**
**PROJECT DESCRIPTION**
for ARCHIVAL RESEARCH
**SPECIAL COLLECTIONS DIVISION**

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Give a brief description of your research project.

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For copies, consult staff for request procedure. Please read the following legal restrictions regarding copyright, then sign and date.

**NOTICE—WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code and PL No. 105-298) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives 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 to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

I agree to use materials from the Special Collections Division according to the rules governing them and to publish or digitize no portion of these materials without the permission of the author or his legal representative and of the Head of the Division.

Signature __________________________ Date _________________

spcoll 44  03/08/2004