Patron Registration Forms
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: 

*State/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.
Services

Request Reading Privileges

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

First Name: ___________________________  MI or name: ___________________________  Last Name: ___________________________

BYU ID#: (Non-BYU patrons use driver's license #) ___________________________  E-mail address: ___________________________

Local Street Address: ___________________________  City: ___________________________  State: ___________________________  Zip: ___________________________

Home Street Address: ___________________________  City: ___________________________  State: ___________________________  Zip: ___________________________

Home Phone: ___________________________  (XXX-XXX-XXXX)  Work Phone: ___________________________  Mobile Phone: ___________________________

Current Status

☐ Undergraduate  ☐ Graduate  ☐ BYU Faculty  ☐ Visiting Faculty

☐ General Visitor  ☐ Other

Institution/Organization: ___________________________  Department: ___________________________

Research Information

Current Subject of Research: ___________________________

Purpose of Research:
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!

L. Tom Perry Special Collections  |  1130 HBLL  |  (801) 422-3514
Harold B. Lee Library  |  Brigham Young University  |  Provo, Utah 84602
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Legal statements

Last Updated: Monday, March 7, 2005
Archives & Special Collections
at the
Thomas J. Dodd Research Center

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

Name: ____________________________ Date: ____________________________

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
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.

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(Circle one)

Faculty  Visiting Faculty  Undergraduate  Graduate Student  Alumni  Staff  Other

Institutional Affiliation ______________________________

Name: ____________________________________________ [Desk]

(Please Print)  Last  First
REGISTRATION FORM
Department of Special Collections and Archives
Kent State University Libraries and Media Services

The information obtained on this form is stored on a secure internal server and is accessible to authorized departmental personnel only. Paper forms are shredded confidentially following data input. Usage records for Special Collections and Archives are protected by the same confidentiality policies covering other patron records in Libraries and Media Services.

DATE: _______________________________________

NAME: ________________________________________________________________________________________
       (Last, First, Middle)

ADDRESS: _____________________________________________________________________________________
           (Street)        (Apt. #)
           ________________________________________________________________________________________
           (City, State, Zip Code)

EMAIL (optional): _______________________________________________________________________________

What is your academic affiliation? (check one ONLY)
___ Kent State University  ___ None  ___ Other - Institution Name: ______________________________

What is your current academic status? (check one ONLY)
___ High school  ___ Undergraduate – JUNIOR  ___ Graduate – MASTER’S
___ Undergraduate – FRESHMAN  ___ Undergraduate – SENIOR  ___ Graduate – DOCTORAL
___ Undergraduate – SOPHOMORE  ___ Faculty  ___ Alumnus

What is your academic major/department? ________________________________________________________

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.
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UNIVERSITY OF KENTUCKY

UNIVERSITY OF KENTUCKY LIBRARIES
SPECIAL COLLECTIONS AND DIGITAL PROGRAMS
LEXINGTON, KY 40506-039

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
□ World Wide Web (Internet)  □ Online catalog  □ National Union Catalog of Manuscript Collections
□ 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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- Faculty
- Undergraduate
- Non-academic (Please specify)
- Institutional Affiliation, if any

- Graduate
- Student
- UW Staff

- Department

- May we show this form to other researchers, if requested?
  - Yes
  - No

- Faculty Sponsor

Give a brief description of your research project.

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 other 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