

BOSTON PUBLIC LIBRARY

http://www.bpl.org/research/rb/regform.htm

Boston Public Library Books	How Do I f	Find	‡ go						Hand-made marionettes are just some of the unique things to see at the BPL
are just the beginning.	General & Contact Information	Central Neighborhood Library Branches	Research & Specialized Services	BPL Catalogs	Electronic Resources	Guides to the Library	and	Questions and Suggestions	
Research Services	Boston Pub	lic Library							
Fine Arts General Reference Government Documents	Preregi Rare Book McKim Build	stration Form s Department ding, 3rd Floor 400, ext. 2225							
Kirstein Business Branch Microtext Music			* REQUIRED) FIELDS					
<u>Newspaper</u> <u>Prints and</u> <u>Photographs</u>		1-1	*Name: *Street:						
Rare Books and Manuscripts									
<u>Collections</u> <u>Current Exhibits</u>	Please fill o form, or wr address:	ut and submit this ite to us at this	*City:						
Past Exhibits FAQs	Rare Book Boston Pu	s & Manuscripts blic Library	*St/Prov:	IVIA					
<u>Internet Links</u> <u>Policies</u>	P.O. Box 2 Boston, M	86 A 02117 USA 17) 536-5400 ext.	*Country:	Unite	d States				
Resources Staff	2225		*Zip:						
Registration Form + Request Information	send e-mai	t (617) 536-5400, or I to: <u>Rare Books &</u> <u>Department</u> .	*Phone:						
Social Sciences Special Collections			*Email:						
Special Collections			*Subject:						
Other Services			*Date of Anticipated Visit						
Booklists for Adults Booklists for Kids Booklists for Teens			Institution:						
Interlibrary Loan Kids' Page			Publication:						
Literacy Services Publications			STATUS						
Teen Lounge				1.	_				
SALLE.				2. 3.	_				
MASS				4. 5.					
Your 24/7 Online Librarian			Any other						
			special requests or comments?						
						Submit	Registra	ntion	Clear Fields
			NOTE: All coreceived.	orrepond	lence (e-m	ail, fax,	letter) v	vill be prod	cessed in the order in which it was
	Top Home	<u>General/Contact</u> <u>Cen</u>			esearch C	Catalogs	<u>Electron</u>	ic Guides	<u>News</u> <u>Questions</u>

BRIGHAM YOUNG UNIVERSITY

http://sc.lib.byu.edu/services/advanced_privileges.html



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.

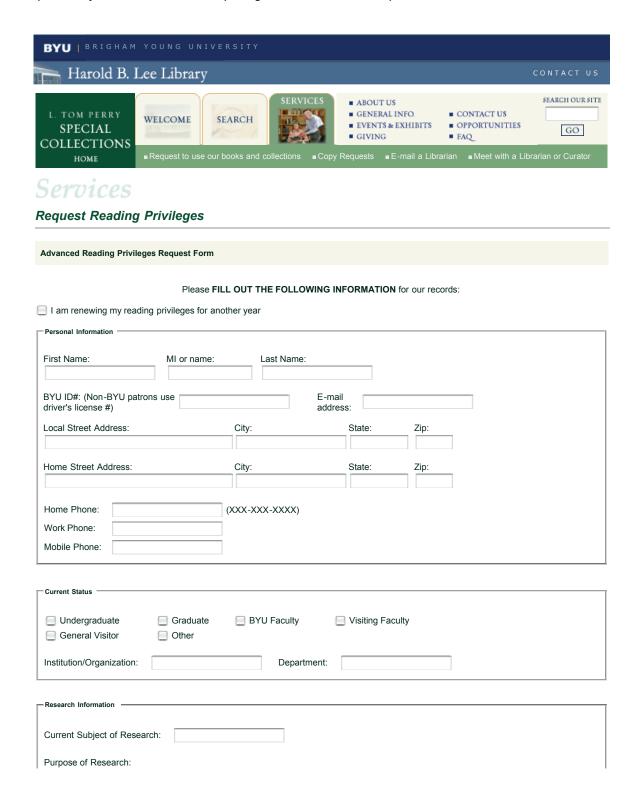
| Accept | Decline

L. Tom Perry Special Collections | 1130 HBLL | (801) 422-3514 Harold B. Lee Library | Brigham Young University | Provo, Utah 84602 Site maintained by Special Collections Web Services © 1998-2005 L. Tom Perry Special Collections Legal statements

Last Updated: Monday, March 7, 2005

BRIGHAM YOUNG UNIVERSITY

http://sc.lib.byu.edu/services/advanced_privileges2.html?Submit=I+Accept



BRIGHAM YOUNG UNIVERSITY

http://sc.lib.byu.edu/services/advanced_privileges2.html?Submit=I+Accept

Class Assignment Ph.D. Dissertation Other (Please Specify):	Research Paper Family History	Master's thesis Publication				
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 Site maintained by Special Collections Web Services @ 1998-2005 L. Tom Perry Special Collections Legal statements

Last Updated: Monday, March 7, 2005

UNIVERSITY OF CONNECTICUT

http://www.lib.uconn.edu/online/research/speclib/ASC/research/Research/Services_Forms_ApplicationforUseofMaterials.pdf

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 () Person	nal 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

UNIVERSITY OF CONNECTICUT

http://www.lib.uconn.edu/online/research/speclib/ASC/research/Research/Services Forms ApplicationforUseofMaterials.pdf

- 4. **PERMISSION TO PUBLISH**: Permission to examine materials is <u>not</u> 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 <u>not</u> 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	

12/14/2005 Last revised



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

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			D	ate	
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/pro	oject genealogy	personal i	nterest	
(course name and number)					
Name:					[Desk_
(Please Print) Last		First			

Name:				D	ate:
Name of Book/ Collec	tion/ Material	<u> </u>			
Manuscript Number/Se	eries:			Container Num	ber:
Book Call Number/Per	riodical Date/V	Volume:			
Staff Use: Manuscript Location _	Pa	ged:Da	.te	Returned:	Date
Baldwin	Belknap I	Florida History	Manuscripts	Rare Books	University Archives
Name of Book/ Collec	tion/ Material				
Manuscript Number/Se	eries:			Container Num	ber:
Book Call Number/Per	riodical Date/V	Volume:			
<u>Staff Use:</u> Manuscript Location _	Pa	ged: Da	ıte	Returned:	Date
	Belknap I	Florida History	Manuscripts	Rare Books	University Archives
Name of Book/ Collec Manuscript Number/Se	Belknap detion/ Material	Florida History	Manuscripts	Rare Books Container Num	
Name of Book/ Collect Manuscript Number/Set Book Call Number/Per Staff Use:	Belknap detion/ Material eries:	Florida History	Manuscripts	Rare Books Container Num	University Archives ber:
Name of Book/ Collect Manuscript Number/Set Book Call Number/Per Staff Use: Manuscript Location	Belknap Etion/ Material eries:	Florida History Volume:Da	Manuscripts	Rare Books Container Num Returned:	University Archives ber:
Name of Book/ Collect Manuscript Number/Set Book Call Number/Per Staff Use: Manuscript Location _ Baldwin	Belknap detion/ Material deries: Pa	Florida History Volume:Da Florida History	Manuscripts tte Manuscripts	Rare Books Container Num Returned: Rare Books	University Archives ber:Date
Name of Book/ Collect Manuscript Number/Set Book Call Number/Per Staff Use: Manuscript Location _ Baldwin Name of Book/ Collect	Belknap Estion/ Material Paries: Pariodical Date/N Belknap Estion/ Material	Florida History Volume:Da ged:Da	Manuscripts tte Manuscripts	Rare Books Container Num Returned: Rare Books	University Archives ber:Date University Archives
Name of Book/ Collect Manuscript Number/Set Book Call Number/Per Staff Use: Manuscript Location _ Baldwin Name of Book/ Collect Manuscript Number/Set	Belknap Patrion/ Material Patr	Florida History Volume:Da Florida History	Manuscripts tte Manuscripts	Rare Books Container Num Returned: Rare Books	University Archives ber:Date University Archives
Name of Book/ Collect Manuscript Number/Set Book Call Number/Per Staff Use: Manuscript Location _ Baldwin Name of Book/ Collect	Belknap Partion/ Material Part	Florida History Volume:Da Florida History	Manuscripts te Manuscripts	Rare Books Container Num Returned: Rare Books Container Num	University Archives ber:Date 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					
(Please Pri			City e-mail			_Zip		
(Circle one		Undergraduate	Graduate Student	Alumni	Staff	Other		
Institutiona	l Affiliation							
Name:(Please Pri	int) Last	First				[Desk]		

Name: (Please Print)	_
Today's Date:	_ {Desk}
Today's Date:	_ {Desk}
Today's Date:	_{Desk}
Today's Date:	_{Desk}
Today's Date:	{Desk}
Today's Date:	{Desk}
Today's Date	{Desk}
Today's Date:	_{Desk}
Today's Date:	_{Desk}
Today's Date:	{Desk}
Today's Date:	{Desk}

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

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 (opti	ional):			
What is you	ur academic affilia	tion? (check one ONLY)		
Kent St	tate University	None Other - Ir	nstitution Name:	
What is you	ur current academ	ic status? (check one ONLY)		
High so	chool	Undergraduate	- JUNIOR Graduate - MASTER'S	
Underg	graduate – FRESHA	MAN Undergraduate	- SENIOR Graduate - DOCTORAL	
Underg	graduate – SOPHC	MORE Faculty	Alumnus	
What is you	ır academic majo	r/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 ${\bf valid}$ ${\bf photo}$ ${\bf ID}$.
- 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	Call Number
or Collection:	or Collection:
Author:	Author:
Title:	Title:
Boxes (for archival	Boxes (for archival
collections):	collections):
Call Number	Call Number
or Collection:	or Collection:
Author:	Author:
76	
Title:	Title:
Boxes (for archival	Boxes (for archival
collections):	collections):
Call Number or	Call Number or
Collection:	Collection:
Author:	Author:
Title:	Title:
Boxes (for archival	Boxes (for archival
collections):	collections):
Call Number	Call Number
Call Number or	Call Number or
Collection:	Collection:
Author:	Author:
Title:	Title:
Boxes (for archival collections):	Boxes (for archival collections):

	AME (PLEASE PRINT) _				
AL	DDRESS				
IN	STITUTION AND STATE	IS			
IV	/ISH TO USE THE FOLL	OWING MANU	ISCRIPT MATERIA	L. PLEASE BE AS	S SPECIFIC AS POSSIBLE:
TH	IE MATERIAL IS TO BE I	JSED IN CON	VECTION WITH:		
1.	PAPER AT	FC	R	WITH	
	THESIS INSTIT	UTION	COURSE OR	EGREE	PROFESSOR
2.	TITLE:				
3.	RESEARCH FOR BOO	K/ARTICLE C	N:		
4.	OTHER:				
N	TEND TO:				
)	EXAMINE ONLY				
)	COPY OR TAKE NOTE	5			
)	PUBLISH BOOK OR AF	RTICLE USING	INFORMATION F	ROM MANUSCRIF	PTS
)	PUBLISH TEXT OF MA	NUSCRIPT/S,	IN WHOLE OR IN	PART	
	YOUR WORK SHOULD	BE PUBLISHE	D, PLEASE NOTIF	Y US SO THAT WE	E MAY BUY A COPY.
F					
	E LITERARY RIGHTS O	F MANUSCRIP	TS BELONG TO T	HE WRITER OR H	IS/HER HEIRS, UNLESS
TH SP	ECIFICALLY TRANSFE	RRED TO THE	UNIVERSITY OF H	KENTUCKY LIBRA	RIES. THE RESEARCHER MI
TH SP SE	ECIFICALLY TRANSFE CURE PERMISSION TO	RRED TO THE PUBLISH OR	UNIVERSITY OF A	KENTUCKY LIBRA VELY FROM SUCH	RIES. THE RESEARCHER MI H MATERIALS.
TH SP SE	ECIFICALLY TRANSFE CURE PERMISSION TO NO FOUNTAIN OR BA	RRED TO THE PUBLISH OR LL-POINT BAL	UNIVERSITY OF A QUOTE EXTENSIV L PENS MAY BE L	KENTUCKY LIBRA VELY FROM SUCH USED FOR TAKING	RIES. THE RESEARCHER MI H MATERIALS. B NOTES
TH SP SE 1.	ECIFICALLY TRANSFE CURE PERMISSION TO NO FOUNTAIN OR BA CARDS OR SHEETS O TRACINGS OF DRAW	RRED TO THE PUBLISH OR LL-POINT BAL OF PAPER MAY INGS, ETC. MA	UNIVERSITY OF A QUOTE EXTENSION L PENS MAY BE L ONOT BE PLACED BY NOT BE DONE	KENTUCKY LIBRA VELY FROM SUCH USED FOR TAKING OVER MATERIAL WITHOUT SPECIA	RIES. THE RESEARCHER MI H MATERIALS. S NOTES IS WHILE TAKING NOTES IL PERMISSION
TH SP SE 1. 2. 3. 4.	ECIFICALLY TRANSFE CURE PERMISSION TO NO FOUNTAIN OR BA CARDS OR SHEETS O	RRED TO THE PUBLISH OR LL-POINT BAL OF PAPER MAY INGS, ETC. MA TO BE OUT C	UNIVERSITY OF A QUOTE EXTENSIV L PENS MAY BE L NOT BE PLACED LY NOT BE DONE V OF SEQUENCE, PL	KENTUCKY LIBRA VELY FROM SUCH USED FOR TAKING OVER MATERIAL WITHOUT SPECIA LEASE NOTIFY A S	RIES. THE RESEARCHER MI H MATERIALS. S NOTES S WHILE TAKING NOTES IL PERMISSION STAFF MEMBER
TH 5P 5E 1. 2. 3. 4.	ECIFICALLY TRANSFE CURE PERMISSION TO NO FOUNTAIN OR BA CARDS OR SHEETS O TRACINGS OF DRAW IF ANY ITEM APPEARS	RRED TO THE DEPUBLISH OR LL-POINT BAL DEPUBLISH OR ROS, ETC. MA TO BE OUT C STAFF MEMBE	UNIVERSITY OF A QUOTE EXTENSIVAL L PENS MAY BE L NOT BE PLACED Y NOT BE DONE V DE SEQUENCE, PL ER BEFORE MAKIL	KENTUCKY LIBRA VELY FROM SUCH USED FOR TAKING OVER MATERIAL WITHOUT SPECIA LEASE NOTIFY A S	RIES. THE RESEARCHER MI H MATERIALS. S NOTES S WHILE TAKING NOTES IL PERMISSION STAFF MEMBER
TH SP SE 1. 2. 3. 4.	ECIFICALLY TRANSFE CURE PERMISSION TO NO FOUNTAIN OR BA CARDS OR SHEETS O TRACINGS OF DRAW IF ANY ITEM APPEARS PLEASE CONSULT A	RRED TO THE DEPUBLISH OR LL-POINT BAL DEPUBLISH OR ROS, ETC. MA TO BE OUT C STAFF MEMBE	UNIVERSITY OF A QUOTE EXTENSIVAL L PENS MAY BE L NOT BE PLACED Y NOT BE DONE V DE SEQUENCE, PL ER BEFORE MAKIL	KENTUCKY LIBRA VELY FROM SUCH USED FOR TAKING OVER MATERIAL WITHOUT SPECIA LEASE NOTIFY A S	RIES. THE RESEARCHER MI H MATERIALS. S NOTES S WHILE TAKING NOTES IL PERMISSION STAFF MEMBER

NCSU Libraries Special Collections Department and University Archives

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	1
Address:		Email:	
City:		State:	Zip:
NCSU Affiliation: Undergraduate Grad	uate Faculty	☐ Staff ☐ Alumni	
Other Affiliation:			
☐ Visiting Academic Resea	rcher: Institutiona	Affiliation	
☐ Local Community	☐ Other		
How did you learn about	our holdings:		
☐ Instructor		☐ World Wide Web (Interne	et) Printed guide
☐ Citation in published wor	k	☐ Online catalog	☐ Other (please specify):
☐ Referral from another lib	rary department	☐ Word of mouth	
☐ National Union Catalog of Collections			
Research Topic (optional):		
	12		91
Contact Minutes:		Office Use Only	

G:\Special_Collections\AdministrationForms\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:

G:\Special Collections\Administration\Forms\Registration_Forms\Rules02.doc

UNIVERSITY OF WASHINGTON LIBRARIES PROJECT DESCRIPTION for ARCHIVAL RESEARCH

SPECIAL COLLECTIONS DIVISION

OFFICE USE ONLY		

Print Name	(Last)	(First)		(M.I.)	Date
Address	(Church and Number)	(City)	(Ctata)	(7in)	Phone
Address	(Street and Number)	(City)	(State)	(Zip)	Priorie
Faculty	Undergraduate	Non-academic	Institutional Affiliation, if any		
		(Please specify)			
Graduat	te UW Staff		_		
Student			Department		
May we sho	w this form to other researchers, if reque	ested?	Faculty Sponsor		
mi 💮			r activity openies:		
Yes	∟ No				
Give a brief	description of your research project.				
For copies, o	consult staff for request procedure. Plea	se read the following legal r	estrictions regarding copyright,	then sign	and date.
	NOTICE-	-WARNING CONCERNING	G COPYRIGHT RESTRICTION	NS	
The convrid	ht law of the United States (Title 17, Unit	ted States Code and DI No.	105-298) governs the making of	of photocor	nies or other reproductions of
copyrighted		ted States Code and FE No.	105-290) governs the making t	л рпососор	iles of other reproductions of
	in conditions specified in the law, libraries that the photocopy or reproduction is n				
	or later uses, a photocopy or reproduction is no				
This instituti	ion reserves the right to refuse to accept	a copying order if, in its jud	dgement, fulfillment of the orde	r would inv	rolve violation of copyright law.
	se materials from the Special Collections permission of the author or his legal rep			ish or digit	ize no portion of these materials
Signature _			Date		

spcoll 44 03/08/2004

Name	Name	
Address	Address	
City/State/Zip	City/State/Zip	
Phone	Phone	
1st visit? Repeat visit? Time	1st visit? Repeat visit?	Time
Status:	Status:	
UW Alum. UW Undergrad. UW Grad. Stu.	UW Alum. UW Undergrad.	UW Grad. Stu.
UW Faculty UW Staff UW Extension	UW Faculty UW Staff	UW Extension
Other: precollege institutional independent	Other: precollege institutional	independent
Institutional/Business Affiliation	Institutional/Business Affiliation	
forms/regnaddoc 02/15/04 spcoll 40		forms/regpad.doc 02/15/04 spcoll 40
Name	Name	
Address	Address	
City/State/Zip	City/State/Zip	
Phone	Phone	
1st visit? Repeat visit?	lst visit? Repeat visit?	Time
Status:	Status:	
UW Alum. UW Undergrad UW Grad. Stu.	UW Alum. UW Undergrad.	UW Grad. Stu.
UW Faculty UW Staff UW Extension	UW Faculty UW Staff	UW Extension
Other:precollegeinstitutionalindependent	Other:precollegeinstitutional	independent
Institutional/Business Affiliation	Institutional/Business Affiliation	
forms/regpad.doc 02/15/04 speal 40		forms\regpad.doc 02/15/04 spcoll 40