



Archives Researcher Registration

Last Name _____ First Name _____

Institutional Affiliation _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email Address _____

Please Check:

- Visiting Scholar Masters Student
- Doctoral Student Undergraduate
- Other (specify) _____ Faculty/Staff

Identification:

- Institutional
- Driver's License
- Passport
- Other (specify) _____

Subject of Research (Brief Description) _____

Purpose of Research:

- Class Project
- Administrative Use
- Thesis/Dissertation
- Publication/Article/Video
- Other (specify) _____

I have read the Archives search room rules on the back of this form and agree to abide by them

Signature _____ Date _____

Staff Use Only	Valid ID Presented & Verified (Staff Initials) _____	Date _____
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Last Name: _____
First Name: _____



Rules for Use of Archival Materials

Positive identification is required of all prospective researchers. This includes institutional identification card, driver's license or passport.

All briefcases, binders, packages, notebooks, coats, computer or iPad cases, purses, and backpacks must be stored in the lockers located in the Archives.

Food and drink is prohibited in the Archives. Smoking is not permitted anywhere in the building. Please step outside the Archives reading room to make or receive phone calls.

The use of ink pens are prohibited in the Archives. Pencils, computers, cell phones, iPads, or recording devices may be used for taking notes. Scanners are not permitted. Researchers wishing to photograph unrestricted collection material must sign a Personal Camera Use Policy.

All materials are to be used only in the Reading Room.

Use only one box at a time. **Remove only one folder from a box at a time.** Use **Out Cards** available in the reading room to mark where the folder was removed within the box. Do not remove staplers or paper clips from the items. Do not fold, write on, or otherwise damage the papers. Please keep documents and bound volumes flat on the table. Please do not place items (i.e. laptops, books, on top of materials).

Please do not re-organize materials within collections. The exact order and arrangement of the materials in the collections must be maintained. If a mistake is discovered, please alert a staff member. Please ensure all sheets are straight and that no page edges protrude from the folder before returning the folder to the box.

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In citing, please use the full name of the collection and of the Archives. Example: The Sophia B. Packard Collection, Box 1, Folder 1, Spelman College Archives. In the event that this research becomes a source for publication, the Archives requests a copy of the publication.

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