Use of Archival Materials Form

Please read and sign these instruction for use of archival materials. Materials listed on form will be given first priority

2. Food and beverages are NOT permitted in research areas.
3. Please wash and dry hands before entering research areas.
4. Gloves may be required to handle certain documents. Please abide by this rule if instructed.
5. DO NOT use pens to take notes. Paper and pencil can be provided.
6. DO NOT mark materials in any way.
7. DO NOT rearrange items in folders or boxes. Please leave items as you find them.
8. Items from the research area are not to leave the research area.
9. Staff and security personnel reserve the right to inspect and examine briefcases, bags, purses, and notes.
10. Publishing permissions are granted on a case by case basis. Permission to view items does NOT imply publication permission. To request publication permissions, please fill out a Publication Permissions Form.
11. Photocopies, scans may be requested only if the materials can be copied without damage to them.
12. Items from the collection must be properly cited. Examples are available upon request.

Signature (I have read, understood, and will abide by these instructions) Date

Print Name

Address City, State, ZIP Code

Phone Number

Email address Materials to be used