

RESEARCHER REGISTRATION FORM

Special Collections
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Name _____ Telephone (____) _____
(Please print) Last First

Address _____
Street City State Zip code

Email _____ Date _____

Status:

- UA Faculty UA Graduate Student UA Undergraduate Student UA Staff UA Alumnus/a
 Visiting Researcher: Faculty Visiting Researcher: Graduate Student Visiting Researcher: Undergraduate
 Community Member

Institution: _____

Department: _____

My research is for:

- Publication Dissertation Thesis Coursework Personal Interest Commercial Use Media
 Other _____

I have read and agree to abide by the rules and procedures (listed on reverse) of the Special Collections as set forth in its Reading Room Regulations.

Patron Signature

Date

Reading Room Regulations

Special Collections is open to all researchers interested in its collections, subject to the regulations outlined below. Procedures derive from these basic concerns as well as industry best practices: quality of service to researchers, security and preservation of the materials, courtesy to other researchers, and compliance with university and library regulations.

- All users must register annually and provide a current ID, with photograph.
- Donor-imposed restrictions and processing status may limit access to collections, the availability of reproductions, or the ability to publish. Researchers agree to abide by any and all restrictions, as communicated by staff when materials are requested for use.
- Researchers may bring loose paper or notebooks (upon inspection), pencils, laptop computers, tablets, and cell phones into the Reading Room. All other belongings must be placed in a token-operated storage locker.
- Electronic devices brought into the Reading Room should be muted, and cell phone calls should be taken outside.
- Special Collections materials are housed in closed stacks and may be used only in the Reading Room. Researchers complete call slips to request materials, which are retrieved by the staff.
- Many materials are stored off site; one week advance notice is required for retrieval. Materials may be held upon request for up to one week after your initial visit.
- Food and drink are not permitted in the Reading Room.
- Follow all handling procedures outlined by staff.
- Use pencils to take notes; pens are not permitted in the Reading Room. Pencils may be obtained from staff.
- Researchers agree to follow policies and procedures governing duplication requests.
- If you intend to publish materials from Special Collections, submit a notification of intent to publish form.
- Some materials may include sensitive or confidential information protected under federal and/or state privacy laws and regulations. Researchers who find sensitive personal information, including but not limited to social security numbers and student records, in any collection should notify a staff member.

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