RESEARCHER REGISTRATION FORM
Special Collections
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Telephone (479) 575 - 5577
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Name ________________________________
(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.

_________________________________________ Date
Patron Signature

(Rev. April 2019)
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 positive identification (with photograph).
- Donor-imposed restrictions and processing status may limit access to collections, the availability of reproductions, or permission to publish. Researchers agree to abide by any and all restrictions, as communicated by staff when materials are requested for use.
- No briefcases, book bags, backpacks, tote bags, sacks, purses, camera bags, computer carrying cases, or other enclosed container may be brought into the department's Reading Room. Token-operated storage lockers are provided for researchers' convenience.
- Researchers may bring into the Reading Room only loose sheets of note paper or notebooks (upon inspection), note cards, laptop computers (upon inspection), cameras, tablets, cell phones, and flatbed scanners. Hand-held scanners may not be used in the department.
- Eating and drinking are not permitted in the department.
- Special Collections materials are housed in closed stacks and may be used only in the department's Reading Room. Researchers complete call slips to request materials, which are retrieved by the staff. Many materials are stored off site; advance notice is required for retrieval.
- Research materials will not be retrieved within 30 minutes of closing. All materials must be returned 15 minutes before closing. Upon request, materials may be held on reserve in this department.
- Please handle all research materials very carefully and follow any handling procedures outlined by staff.
- The use of pens is prohibited; pencils may be obtained from the staff.
- Researchers are not permitted to photocopy materials. Ask staff to explain photocopy request procedures.
- Researchers may take photographs of materials using their own camera, subject to donor restrictions.
- Special Collections requests a copy of the book or article should your research here result in a publication. If a copy is unavailable, please provide us with a bibliographical citation.
- 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.
- Notice concerning copyright restrictions: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified by 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 judgment, fulfillment of the order would involve violation of copyright law.