SPECIAL COLLECTIONS AND ARCHIVES
GEORGIA STATE UNIVERSITY LIBRARY
Researcher Registration Form

Name:________________________________________

Address: _________________________________

Phone:___________________ Email:_____________________

ID #:____________________

Institutional Affiliation:

Type of Researcher:

Research Topic:

In order to preserve and protect the materials housed in Special Collections and Archives, please observe the following:

1. Before using archival materials, the researcher will fill out this registration form, present a photo ID (university ID, driver’s license, passport, etc.) to reference staff, and agree to abide by the rules regarding use of manuscripts, rare books, and other items housed in Special Collections and Archives.

2. All briefcases, purses, book bags, and backpacks will be stored in or by the lockers in the reading room. All outerwear, hats, and umbrellas will be hung on the coat rack in the reading room.

Reading Room Procedures

1. Cellular telephone use, smoking, eating, drinking, and gum chewing are prohibited in the reading room.

2. Materials are used only in the reading room. Materials do not circulate. Patrons do not have access to the stacks.

3. Note-taking while using archival material should be in pencil only (no ink pens), or using a laptop or tablet. If using a pencil, care should be taken to avoid any marking of or damage to the collections.

4. To assist in the preservation of documents and books, all researchers will handle materials carefully.
   a. Researchers will use only one box of materials at a time, and should only remove one folder at a time. Staff will provide a place holder for removed folders if requested.
   b. Folders should be kept flat on the surface of the table when in use. All other materials should be kept on the table as well.
   c. Papers within a folder should be turned like the pages in a book to maintain order.
   d. Archival resources may not be leaned on, written on, folded, traced over, or handled in any way that may damage them. For certain materials, it may be necessary to wear gloves, which will be provided by staff.
   e. If any of the contents of a box or folder appear to be out of order, please bring this to the attention of the reference staff member on duty in the reading room.

5. Materials that are stored off-site require at least a 24-hour turnaround for retrieval. Severe weather may delay retrieval.

6. If the physical condition of the original permits, duplication services for items not under special restrictions are available. Ask staff for details of services and related costs. We will not copy collections, folders, books, or other items in their entirety.
Agreement Regarding Confidential Information in Manuscripts

The staff of Special Collections and Archives makes every effort to identify confidential or restricted manuscripts before they are used by patrons. However, the volume of manuscripts housed in Special Collections and Archives, and the varying thoroughness with which they may have been processed, means that a confidential record is occasionally overlooked and may accidentally be released to a patron. In the event that a confidential record is discovered during use by a patron, the following measures will apply:

1. The researcher bears no liability for having seen confidential information (medical records, social security numbers, contact information, etc.) but the researcher, upon being informed of (or recognizing) the confidential nature of the information, may not wilfully disclose, distribute, or sell such information.
2. Staff may ask for reasonable assurances that all confidential information has been removed from researcher notes, databases, or other manuscripts created by the researcher before researcher leaves the premises.
3. Staff will refuse photocopying, transcribing, or further access to the confidential manuscripts.

I have read the rules regarding the use of manuscripts, rare books, and other materials held in Special Collections and Archives and agree to abide by them. I understand that the material I use may be protected by the Copyright Law, Title 17, U.S. Code, and that I will be responsible for abiding by the Copyright Law.

Signature_________________________________________________________ Date__________________

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Updated March 15, 2017