



REGISTRATION

Name:	
Address (Number & Street, City, State, & Zip Code):	Contact Telephone Number: Email Address:
FSU Affiliation (Check One): Undergraduate Graduate Student Faculty Staff Alumni Other Affiliation (Identify):	Research Purpose (Check One) Class Assignment Master's Thesis/Dissertation Article/Book Work-Related Personal Interest Other:
Topic(s) of Research:	
RULES FOR RESEARCHERS <ul style="list-style-type: none"> No items may be checked out of the Reading Room No food or drinks are allowed in the Reading Room All bags, briefcases, computer cases, and camera cases must be placed in lockers Use pencils for taking notes; pens, markers, highlighters are not allowed See staff for requests to photograph, copy, or scan materials; personal scanners are not allowed <p style="text-align: center;">* Please review all of Special Collections rules and regulations on the back of this form. *</p> <p>I have read and understood the rules and regulations for the use of materials in Special Collections, and agree to observe them. By this signature, I acknowledge full responsibility for conforming to all legal provisions affecting the materials used and indemnify the Florida State University Libraries from and against all claims or actions which may arise from the use of these materials.</p>	
<input checked="" type="checkbox"/>	
REGISTRANT'S SIGNATURE	DATE
LIBRARY USE ONLY	
ID Verified (ex: DL or FSI 7UXnumber): _____	
Application Received and Verified By: _____ DATE: _____	

MATERIALS RETRIEVED FOR PATRONS

(Return Vault books, do not place on hold shelves) (use additional sheets as needed)

KEY #	TABLE #	TODAY'S DATE	CALL# (include the collection, volume number, or copy #) MSS # (include collection name, box number and/or folder number other identifier)	Initial when:	Initial and date when:	Initial and date when:
				SERVED	ON HOLD	RETURNED

The Special Collections Department of the Florida State University Libraries houses original, rare, unique, and valuable materials in a variety of formats. These items are non-circulating. To insure the security and preservation of these materials, the following policies are implemented:

ACCESS TO MATERIALS

- ◆ **No collections may be checked out or used outside the reading room.**
- ◆ No browsing of the closed stacks is permitted. Only authorized Special Collections staff have access to the stacks.
- ◆ A limited number of materials may be placed on hold for continuous use over a limited time period.

SECURITY

- ◆ **Food and drink are not permitted in the reading room.**
- ◆ **Patrons must register and provide photo identification before using materials.**
- ◆ Patrons must **place all bags (briefcases, book bags, camera cases, laptop cases) in lockers.**
- ◆ Patrons may only use pencils (*no pens*), or laptop computers for taking notes. Personal notepads or notebooks may be brought in by patrons upon approval by Special Collections staff.
- ◆ Patrons may use only 5 books or 1 box or 1 folder at a time. Always maintain the order of archival materials.
- ◆ Patrons must return all materials directly to staff when they have finished reviewing them.

REPRODUCTION AND PUBLICATION OF MATERIALS

- ◆ Limited reproduction of materials may be permitted at the discretion of Special Collections staff if it can be done without injury to materials and does not violate donor agreements or copyright laws. ***No flash bulbs or personal scanners may be used.*** Permission to scan entire books or collections will not be granted.
- ◆ Permission to publish materials from the collections *must be requested in writing* prior to publication. Please see staff for a permission form.

HANDLING OF MATERIALS

- ◆ **Maintain the order of documents and photographs in folders at all times.**
- ◆ Make sure hands are clean and oil-free before handling collections.
- ◆ Some materials such as photographs and negatives may require that patron(s) wear gloves.
- ◆ Marking on, leaning on, writing on top of, folding, stacking, or tracing over materials is *not* permitted.
- ◆ Turn pages and unfold pages carefully to avoid causing damage.
- ◆ Refrain from turning books face down which can damage the spine.
- ◆ Book cradles or other supports will be provided for use with large or fragile volumes.
- ◆ Notify staff of uncut pages to be opened, or about pins, rusty staples, or other items that need to be removed.
- ◆ Mark your place in the materials only with archival strips provided by staff. Do not separate items from folders.
- ◆ Do not use self-adhesive paper (Post-it notes), paper clips, rubber bands, etc. on the collections.

REFORMATTED SURROGATES

- ◆ Patrons are requested to use digital or microform surrogates when available to preserve fragile originals.

INTERLIBRARY LOAN

- ◆ **Special Collections materials are not allowed to be sent out on interlibrary loan.**
- ◆ Items on loan to FSU from other libraries that have been designated as restricted to use in Special Collections may be subject to restrictions imposed by the lending institution. Exceptions can only be granted by the lender.

