



## Patron Registration Form THE E&R LIBRARY & ARCHIVES

### RULES FOR USE

1. All researchers must fill out the required registration form and be prepared to provide identification if requested.
2. **NO FOOD or BEVERAGE** is allowed in the Reading Room.
3. Researchers are asked to use **pencils only** to take notes. The use of pens is prohibited to avoid inadvertent damage to the materials.
4. Materials are to be handled with care; they must not be marked, torn, cut, folded, soiled, traced over, nor notes be written on top of the material, nor handled in any manner which might cause damage. In some instances, the use of gloves (provided) may be required when handling certain items.
5. To assist in maintaining the original order of the collections, researchers are requested to use only one folder from a box at one time and to preserve the order of the materials within individual folders. If there is any doubt as to the order or if there is any apparent damage, please notify staff.
6. Materials **do not circulate and may not be removed from the reading room for ANY reason.**
7. For preservation purposes, access to original materials may be restricted if a published or digital reproduction is available for use.
8. Materials can be photocopied or scanned by staff for personal research use only and cannot be redistributed to a third party. At their discretion, staff may set restrictions to protect fragile or damaged materials and/or will refuse reproduction of copyrighted material in excess of "fair use." Personal cameras and recorders may be used with the permission of staff subject to the same rules as above. Any and all copyrights to images or audio-visual materials reproduced from the collections in any form (digital, print, photocopy, or recorded media), remain the property of the E&R Library & Archives. Any use of reproduced materials in publication, either in print, online, or as digital or recorded media, requires a permission to use form.
9. We reserve the right to refuse access to archival materials to anyone who fails to abide by the above rules.

I have read and agree to abide by the above rules of use. \_\_\_\_\_ (signature)

#### Patron Information:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ email address: \_\_\_\_\_

#### Purpose of Research:

Academic [ ☐ ]

Research for publication [ ☐ ]

Personal [ ☐ ]

Genealogy [ ☐ ]

Church history [ ☐ ]

Other [ ☐ ] (please specify)

#### Subject of Research (optional):

*Privacy statement: Information provided on this form is confidential and is used by staff to compile usage statistics and in order to contact you if more information on your topic is found after you leave.*