

Researcher Registration Form**Special Collections and Archives**

Name: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Affiliation: CMU student CMU faculty/staff CMU alumni Other _____Purpose of research: Article Book Thesis/Dissertation Course assignmentOther _____

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- Material does not circulate. Researchers may not take collection material outside of the Reading Room.
- Food and drink are not permitted in the research area.
- To help prevent inadvertent damage to the records, only pencils and laptops may be used.
- Do not mark, take notes on, or trace on top of the materials.
- Keep all materials flat on the table - do not place items in your lap or hold them up.
- Only one box may be open at a time.
- Maintain the folders and the materials in them in their original order. Use one folder at a time and replace it in the box before removing another.
- Use great care when handling fragile material.
- Wear provided gloves when handling photographs.
- Researchers may take photographs to copy materials only with the permission of the Librarian and after filling out the Camera Use Agreement. Researchers may not scan or photocopy archival materials, but reproductions may be requested. Requests for reproductions of fragile and oversized materials may not be granted if the process could damage them.
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Signature: _____ Date: _____

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	Title of Collection or Item	Box # / Folder #	Date Used
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