



Researcher Registration Form

Name _____ Date _____
(print) First MI Last

Mailing Address _____ Phone _____
Please select one: permanent school other _____ home cell

City _____ State _____ Zip _____

Email _____

Institution : Radford University Other University _____
Other _____

Status: Undergraduate Student Graduate Student Faculty Staff
Other _____

ID Number _____ Driver's License ASU ID

Purpose of Research: Media Project Publication Class Paper Thesis or Dissertation
Other _____

Research Topic _____

I have received and read the Radford University Special Collections & Archives Reading Room Policies and agree to abide by them. I understand that it is the responsibility of the Special Collections staff to preserve the materials in the collections and that if I am careless or irresponsible in the handling of materials or violate any Reading Room policies, I may be denied further access.

Signature _____ Date _____

Reading Room Policies

Welcome to the RU John P. McConnell Library Special Collections & Archives. We administer the library's rare books, manuscripts, and other research collections. These research materials are rare, fragile, irreplaceable, or otherwise in need of protection. Please handle them with care and respect. We reserve the right to refuse access to anyone we feel has violated any of the procedures outlined below.

1. All patrons must have a current Researcher Registration form on file with Archives and Special Collections. Registration form must be renewed each year. A current photo ID (RU ID, School ID, Driver's License, or state-issued ID) must be presented with the registration form.
2. All patrons must sign in at the reference desk upon entering the reading room. You will be asked to provide a photo ID on each visit.
3. Archives and Special Collections materials cannot be checked out and the stacks are closed to the public. To request material for use in the reading room, complete a call slip for **EACH** title or manuscript collection and present the slip(s) at the Service Desk.
4. Patron will make every effort possible to protect and preserve the documents being used. Materials must be used in accordance with the materials use policies printed on the Materials Request Form.
5. The Archives reading room is reserved for individuals using our collections. Reading room computers are available for research directly related to Archives and Special Collections only.
6. In order to respect other researchers, please whisper when any talking is needed.
7. Only paper and pencils (no pens) or laptop computers are permitted in the reading room. Lockers are provided for patrons to secure all other belongings (including jackets, and bags) while in the reading room. Pencils and scratch paper are available at the service desk. The staff reserves the right to inspect all research materials and personal articles before a patron leaves.
8. No food, beverages, candy, gum or similar consumables are allowed in the reading room.
9. Make sure your hands are clean. Gloves will be issued when handling photographs or other sensitive material.
10. The Archives may require researchers to use access copies of records in place of originals whose physical condition or format makes them unusable.
11. Up to five boxes or books may be requested at the same time. You will only be allowed to use one box or book at a time.
12. Restricted records are closed for research purposes. The Archives will only open restricted records in accordance with the terms specified in transmittal documents or statements of gift. Other records may be restricted due to legal or institutional obligations.
13. Unprocessed archival and manuscript collections may not be available for research.
14. Normally Archives and Special Collections are open Monday – Friday from 8:30 AM - 4:30 PM on days when the university is open. For security reasons, all records, services, and requests for copies must be returned to staff no later than 15 minutes before closing.
15. When patrons are finished with their research, they should bring the materials to the Archives reference desk and inform the staff whether or not they intend to return.
16. In general Archives and Special Collections staff are not able to conduct research on behalf of researchers.
17. Patrons should understand copyright and citation forms for archival material if the material is used or referenced in papers, reports, or other non-personal material.
18. Patron understands that Archive employees may not give legal advice.
19. Special permission from Archives staff is required for use of cameras, tape recorders, and all copying devices. Most duplication requests will be filled within seven business days.