

University of the Incarnate Word J.E. & L.E. Mabee Library



Researcher Registration Form

Name (please print): _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone numbers: (Primary) _____ (Secondary) _____

E-mail Address: _____

Research topic: _____

Purpose of research (check one):

Class assignment Seminar paper Thesis Dissertation Book Article

Other purpose (specify): _____

Affiliation (check one):

Undergraduate Graduate student Faculty Staff Community

Other (specify): _____

University/Institutional affiliation: _____

RULES GOVERNING THE USE OF ARCHIVAL MATERIALS

1. All researchers using archival materials must complete a registration form and show appropriate identification.
2. When using archival materials, researchers may use any of the following:
 - a. Pencils
 - b. Note paper
 - c. Laptop and notebooks
 - d. Digital camera (no flash)
3. The following are not allowed when using archival materials:
 - a. Pens, markers, or ink of any kind
 - b. Food, drink, candy (including chewing gum), and tobacco products
4. Researchers are to remain reasonably quiet to avoid distracting others.
5. Cell phone ringers must be set to silent.
6. Notify a staff member when your visit ends. Present laptops and notebooks for inspection. Staff reserve the right to inspect all research materials and personal articles before a researcher leaves.

7. Failure to follow these rules may lead to your removal and/or banning from using archival materials.
8. Archival materials may only be consulted in the Reading Room under the supervision of Archives staff. Archival material may not be removed from the Archives.
9. Researchers may request up to 3 boxes of material at a time. Only one box may be on the study table at a time. Only one folder may be removed from a box at a time. Use orange Out Cards to mark your place when removing folders from boxes.
10. Keep material in the order in which you receive it even if you cannot discern a meaningful order. Use orange Out Cards to mark your place when removing items from folders.
11. Archival materials must remain in clear view of staff at all times.
12. Cotton gloves must be worn when handling photographic materials. Gloves will be provided. Please avoid touching the surface of photographic materials, even while wearing gloves.
13. Do not mark, fold or use post-it notes on materials. Respect the fragile nature of archival materials and handle with care. Archival materials must remain flat on the table.
14. Do not exert pressure on material used, such as by taking notes on top of or resting an arm on archival material.
15. Proper credit must be given in citations. Sample citation: [Box #, Folder Title], Retired Air Force Dietitians Association Records, 1944-2007, J.E. & L.E. Mabee Library, University of the Incarnate Word.
16. Photocopy Requests:
 - a. Not all materials can be photocopied, due to physical conditions or restrictions.
 - b. Consult staff for additional information about photocopies.
 - c. Use purple flags to mark material for photocopying. Do **not** separate material to be photocopied.
 - d. Photocopies are not done one demand. Turnaround may take several business days, depending on the quantity ordered and the volume of orders.
17. If you find materials that are torn, marked, out of order, or in any way seem damaged, please notify a staff member immediately.

I HAVE READ THE ABOVE RULES AND AGREE TO FOLLOW THEM WHEN USING ARCHIVAL MATERIALS OF THE UNIVERSITY OF THE INCARNATE WORD J.E. & L.E. MABEE LIBRARY.

SIGNATURE _____ DATE _____