

**NYSID Archives & Special Collections**

**Reader Registration Form**

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

*(please print)*

**Permanent Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Affiliation:** \_\_\_\_\_

**ID Type:** \_\_\_\_\_ **ID Number:** \_\_\_\_\_

Please briefly describe the subject and purpose of your research:

Do you have plans for publishing your research? Please check "yes" or "no":

Yes\_\_\_\_\_ No\_\_\_\_\_

The Library may reveal my name and the subject of my research in its publications and to other researchers working on related topics. Please check "yes" or "no":

Yes\_\_\_\_\_ No\_\_\_\_\_

I have read and understood the rules and policies of the NYSID Archives & Special Collections included on the second page of this form, and by my signature below, agree to abide by them. I understand that in the event I do not adhere to these rules and procedures, my privilege as a reader may be revoked.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by (please initial): \_\_\_\_\_

### **Rules and Regulations Regarding the Use of Archival Materials**

1. Upon entering the Library, users must sign the Archives User Log Form and produce a valid form of identification.
2. Coats, briefcases, bags or other items not needed to conduct research will be kept in a designated area at the Library Circulation Desk.
3. Cell phones must be put in silent mode when in the Library.
4. Laptops, cameras, and personal digital devices (i.e. smartphones and tablets) are permitted for research, but scanners are not allowed.
5. Archival materials will be consulted in a designated area of the Library's reading room and only while a library staff is present. Materials cannot be loaned out.
6. Only one box of materials will be delivered to the researcher at a time.
7. Researchers should always maintain the order in which the materials were received, and are encouraged to notify library staff if they see something damaged or out of order.
8. Please follow these general guidelines when consulting archival materials:
  - a. Do not bring any food or beverages to the reading table.
  - b. Please wash your hands before handling materials.
  - c. Use only pencils for note-taking.
  - d. Do not write on top of documents.
  - e. No tracing of drawings is allowed.
  - f. Use extra care when handling fragile, damaged or oversize materials.
9. Personal Camera Use / Photocopying & Scanning Policy: The NYSID Archives & Special Collections prefers that researchers use their own cameras or hand-held devices to capture images of collection materials for research purposes. Where need can be demonstrated, a limited amount of photocopying and scanning can be arranged for most materials. These services have a nominal fee associated with them and must be handled by the Archivist/designated library staff.
  - a. *Supplying a reproduction is not an authorization to publish.* See "Personal Camera Use/Photocopying & Scanning" in the NYSID Archives & Special Collections' Access Policy for details.
10. Permission to publish: In order to publish collection material from the NYSID Archives & Special Collections, researchers are required to request permission from the Archivist, pay any associated fees for its usage, and agree to properly cite the collection in the published work. See "Permission to Publish" in the NYSID Archives & Special Collection's Access Policy for details.
11. Leaving the Reading Room: Upon completion of research, user must return all materials to the desk attendant to be checked for damage and completeness before the user is allowed to sign out in the Archives log Form.