

Researcher Registration

Last Name (please print)	First Name	Date
Address	City/State	Zip
Telephone 1 (__cell __home __office)	Telephone 2 (__cell __home __office)	
E-mail Address	Fax	
Please check one: <input type="checkbox"/> TCU Grad Student <input type="checkbox"/> TCU Faculty <input type="checkbox"/> TCU Alum <input type="checkbox"/> TCU Undergraduate <input type="checkbox"/> TCU Staff <input type="checkbox"/> Visitor to TCU		
Topic of research (optional) _____		

Last Name (to be completed by staff)

First Name

Date

Please read the following and sign below to indicate that you understand and agree to comply.

Research materials are placed in Special Collections in order to preserve them for future use. Such materials may include rare or aged books, archives and manuscripts, or items of any format. They require special storage, handling, and security, and may not be removed from Special Collections. **We request that you participate in the preservation of our holdings by adhering to the following procedures.** Failure to do so may result in the suspension of your access to Special Collections. Researchers are expected to:

- register once per calendar year (*Presentation of photo identification is required to complete registration.*)
- sign in and out of Special Collections daily
- deposit personal belongings where directed (*Belongings are subject to search before their removal from Special Collections.*)
- silence cellular telephones and take all calls outside the reading room
- use only pencils, cell phones, or laptop computers to take notes (*Pens and other permanent markers are not permitted. Paper will be provided by staff for researchers using manuscript or archives collections.*)
- maintain the order of unbound materials; report any damage, suspected disarrangement, or missing documents to staff; and use the out-card provided as a place holder when removing a folder from a box (*Only one archival box may be on the table at a time, and only one folder at a time removed from the box.*)
- keep all materials completely on the table and avoid stacking books or heavy objects, or placing elbows, on any materials (*Do not make marks on or creases in items. Do not damage spines.*)
- use the gloves provided when consulting photographic materials
- seek the written permission of Special Collections prior to the publication, duplication, or deposit elsewhere of images captured for research
- observe our prohibition on food, drink, and tobacco products

It is the **researcher's responsibility** to conform to all legal provisions (such as literary right and copyright) affecting the materials used. The Library will not be responsible for the researcher's infringement of any such laws.

Researcher's signature _____

TO BE COMPLETED BY STAFF

ID: ☐ TCU ID Staff name _____
 ☐ Driver's license State _____ Number _____
 ☐ Other _____ Number _____

Record Dates of Subsequent Visits Below
