

**Abilene Christian University
Brown Library
Milliken Special Collections
Guest Registration and Application to Use Archival Materials**

To register to use materials from Special Collections, please provide the following contact information, read the attached regulations carefully, sign the form, and present a photo identification.

Please print: Name: _____

Permanent Address: Street _____

City _____ State _____ Zip _____

Email address _____

Telephone (primary) _____ (secondary) _____

Local address: _____

Are you a student? _____ At what college or school? _____

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NOTE: If material from this archive should become a major resource for a publication, please give a copy of the published work to the archive.

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I have read the regulations for using materials from Milliken Special Collections. I agree to observe the regulations. By my signature I acknowledge that I'm responsible to conform to all restrictions affecting the materials and any other applicable rules of ACU, the Library, and Milliken Special Collections. By my signature I agree to indemnify and hold harmless ACU, its trustees, officers, employees, agents, or representatives from and against all claims, causes of action, damages, judgments, costs and expenses, including attorney's fees, arising out of a breach by me of this agreement.

Signature _____ Date _____

Regulations for Using ACU Special Collections and Archival Materials

IN THE READING AREA

1. Follow directions from the librarian working with you.
2. Request any item that you want to use by recording it on the attached sheet.
3. You may use the materials only 1) in the reading area 2) during reading room hours and 3) when a librarian is available to monitor the reading area.
4. You must deposit your other personal items, such as backpacks, umbrellas, coats, purses, briefcases -- and the like -- where the librarian directs you to put them. We provide an area near the reading room where your possessions are visible to you while you work.
5. You may bring note paper, a pencil, a laptop or tablet, and a camera into the reading area. Any camera must be approved by the librarian. Flash photography is prohibited.
6. Pens, highlighters, sticky notes, paper clips, tape, scissors, and similar items are absolutely forbidden. Personal scanning machines are not allowed.
7. No food or drink is allowed in the reading area.
8. Your hands must be clean, dry, and free of lotions.
9. Handle materials very carefully and gently, observing guidance from the librarian.
10. Never rearrange any material. Notify the librarian if it seems to be out of order.
11. If you accidentally damage something, or if you discover that something is damaged, notify the librarian.
12. Do not mark on the materials. Do not erase any marks you find. Only pencils or computers may be used to take notes.

COPIES AND USE

13. Use the form called "Request for Copying" if 1) you need photocopies (these are only made by the staff) or if 2) you need digital scans (these are made by the staff or by you, if you have an approved camera). Staff photocopying or scanning may require additional time. There may be a fee for these services.
14. Some manuscripts or collections have specific restrictions which may require you to sign a separate agreement to those conditions of use before you may access those materials.
15. ACU and the library are not responsible if you infringe laws concerning libel, property rights, literary rights, or copyrights. You are responsible to know how these laws will guide your use of research materials.
16. You must request written authorization from the Director to publish materials used here. Your request should state the specific documents or portions thereof you intend to publish and the venue in which you intend to publish them.
17. The form of citation for materials from the archives is: [identification of item], [folder name], [Collection name]. [Manuscript location and number]. Abilene Christian University Special Collections and Archives, Brown Library. Abilene Christian University, Abilene, TX. Used by permission.

