# 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 sh give a copy of the published work to	-	resource for a publication, please	
+++++++++++++++++++++++++++++++++++++++	++++++++++++++++	+++++++	
I have read the regulations for using a observe the regulations. By my signal restrictions affecting the materials an Milliken Special Collections. By my signal trustees, officers, employees, agents, action, damages, judgments, costs are breach by me of this agreement.	ture I acknowledge th nd any other applicabl gnature I agree to indo , or representatives fr	at I'm responsible to conform to all e rules of ACU, the Library, and emnify and hold harmless ACU, its om and against all claims, causes of	
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.

## **Request for Access to Materials**

Date f	or use:	Date no longer needed:			
Materials are used only in the Special Collections and Archives Reading Area.					
Author	Title	Collection Name	Call # or Manuscript #		

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

### **Request for Copies by Registered Users**

Name:			
Date of Request:	Date for use:		

All scanning and copying is made subject to assessment of the condition of the original. Photocopies are made by the staff only. Digital scans may be made by the staff if the user requests them. Staff-produced photocopies or scans will be made after the user's visit. There may be fee for these staff services, depending on the complexity, volume of copies, and the requested output quality. Users may photograph items themselves, provided that copies are registered below and the following rules are followed to protect the condition of the original:

The camera is approved by the librarian.

No flash is used.

No apparatus may be used without approval by the librarian.

No personal scanner that touches the original may be used.

Instructions about handling the original are carefully observed.

Publication of photocopies or scans is by permission. See "Regulations for Using Archival Materials."

Author	Title	Collection	Call # or Ms #	Pages