

MICHIGAN STATE  
UNIVERSITY

University Archives & Historical Collections  
Registration Form

Contact Information		
Name:	Date:	
Mailing Address:		
City:	State:	Zip:
Telephone:	Email:	
Institution:		
Affiliation:		
<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Graduate Student <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Alumnus/a <input type="checkbox"/> Other		

Purpose of Visit		
Please check all that apply:		
<input type="checkbox"/> Book/Article/Publication	<input type="checkbox"/> Class Paper/Research Paper	<input type="checkbox"/> Personal Interest
<input type="checkbox"/> Dissertation/Thesis	<input type="checkbox"/> Family History/Genealogy	<input type="checkbox"/> Other
<input type="checkbox"/> Exhibit/Anniversary	<input type="checkbox"/> Departmental History	
Course No.:	Instructor:	
Research Topic:		

Staff Use Only	
ID Type:	Staff Initials:
Name on ID:	

READ AND SIGN THE BACK OF THIS FORM

## **Reading Room Rules**

While using archival materials you may have only paper, pencil, or a laptop computer with you. Pens, food, and beverages are strictly prohibited. All coats, briefcases, bags, and other personal property must be placed in a locker at the Reading Room entrance. We are not responsible for the security of your personal property. Cell phones are permitted, but the ringer must be turned off and calls must be taken outside the Reading Room.

Unlimited access to MSU Wireless is free of charge to MSU faculty, students, and staff using a valid MSU NetID and password. Limited access to MSU Wireless Guest is free of charge to affiliated guests of MSU.

## **Handling Materials**

All materials must be used in the University Archives & Historical Collections Reading Room. Please handle all materials as if they were ancient and fragile.

- Keep all documents and volumes flat on the table. Turn pages gently.
- Use only one folder of material at a time.
- When taking notes please make sure your paper is on the table and not on top of our materials.
- You may be asked to wear gloves while handling photographs or very old items. Do not add or erase any marks to the materials.
- Maintain the original order of materials in the folders. If you think something is out of order, please bring it to the attention of the archivist; do not rearrange the materials yourself.
- When you are finished with your materials, they must be returned to a staff member.
- The archivist has the right to inspect materials.

## **Reproduction Requests**

Permission to photocopy is handled on an item by item basis. For most materials photocopying is permitted, however, donor agreements, copyright restrictions, condition, and size may limit item duplication. All photocopies are made by the UAHC staff. If you wish to take digital photographs, please consult a staff member before using your camera.

## **Warning Concerning Copyright Restrictions**

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## **Permission to Publish**

Permission to examine material is not authorization to publish. A separate written application for permission to publish must be submitted. Where Michigan State University does not hold copyright interests, permission to publish must be obtained from the holder of the copyright interests. In granting permission to publish, the University does not surrender its own right thereafter to publish any of the materials from its collections, nor does it grant permission for more than one-time use. If permission to publish is granted, the collection name and location must be cited in the published work. The researcher assumes all responsibility for observing the laws of copyright and agrees to hold Michigan State University harmless in the event of any loss, damages or expenses incurred as a result of publishing the noted materials.

## **Agreement and Signature**

I have read the policies for the UAHC Reading Room and agree to abide by them.

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Signature

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Date

*A copy of these rules can be made available upon request.*