Use this form to make an appointment to use material in Archives & Special Collections.

Date: _________________

Name: ____________________________________________________________________

Email: ____________________________________________________________________

Preferred Telephone: (           )_____- _______; Secondary Telephone: (            )_____- ________

Postal Address (include ZIP Code:
______________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________  

Status: Please indicate your affiliation from the following selections:
XU Undergraduate Student____
XU Graduate Student_____ 
XU Faculty or Staff_____ 
XU Alumnus______
Other_____ 

Describe Your Intended Use of the Materials:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Guidelines

• Patrons will register and leave some form of picture identification which is held while materials are in use.
• Use of these materials will be under the direct monitoring of the designated library staff member.
• When using these materials the following applies:
  o Patrons should not eat or drink while materials are in use.
  o Only materials needed for research should be taken into the viewing area. Briefcases, handbags and computer cases as well as coats and hats are not allowed in the viewing area. All personal effects are subject to inspection prior to and following patrons viewing materials.
  o Patrons should use pencils only while working with materials.
  o Tracings may not be made from materials.
• Post-it notes and bookmarks are not allowed; only acid-free slips (available in the library) should be placed in materials.
• No books or other materials should be placed on top of materials.
• Patrons may be required to wear gloves while viewing materials.
• Materials will be viewed in a controlled manner. A limited number of volumes or archives folders will be viewed at one time. All materials should be viewed flat on the table.

- Photocopying/scanning of materials is discouraged and will be done only at the discretion of the library staff member. Fragile materials will not be reproduced. Patrons are liable for any copyright infringement where applicable. All photocopying/scanning is to be done by a library staff member at the requestor's expense at 50 cents per page.
- The library reserves the right to deny access to these materials or to modify these guidelines as needed due to the condition of materials or to the availability of staff.

Accept or Reject Guidelines *

- Yes
- No

I have read these guidelines and agree to follow them.

Signature:

(revised 2014-01-28)