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

Date: ____________________     Name: ________________________

Email:  _____________________________   Preferred Telephone: (           )_____- _______

Postal Address (include ZIP Code):
______________________________________________________________________________
______________________________________________________________________________

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

Requested archival materials:
_____________________________________________________________________________________
_____________________________________________________________________________________

Guidelines

• 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.
  o Post-it notes and bookmarks are not allowed; only acid-free slips (available in library) should be used.
  o No books or other materials should be placed on top of materials.
  o Patrons may be required to wear gloves while viewing materials.
  o 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: ________________________________ Date: ________________________