

**University Archives and Special Collections  
Xavier University Library**

**PATRON REGISTRATION FORM**

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

- University Archives and Special Collections (UASC) materials must be used in the Research Room and do not circulate.
- Use of these materials will be under the direct monitoring of the designated UASC staff member.
- When using these materials the following applies:
  - No food or drink (including water bottles, gum, etc.) are permitted.
  - Backpacks, 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.
  - Patrons should use pencils and loose paper only while working with materials.
  - Post-it notes, highlighters, and bookmarks are not allowed; acid-free slips provided by UASC should be used.
  - Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them.
  - In most cases, researchers may handle collection materials with clean, bare hands. Patrons may be required to wear gloves while viewing certain materials (e.g. photographs).
  - Bound volumes should be supported by a book cradle unless otherwise instructed.
  - The exact order of unbound material in folders and boxes must be preserved. Materials should be returned to the folders and boxes they were removed from in the order they were found. UASC staff will provide out cards so that researchers can mark where folders have been removed.
  - Researchers are permitted to request up to 3 boxes at a time. Only one box may be on the research table at one time and only one folder may be viewed at a time. All materials should be viewed flat on the table.
- Researchers are permitted to use a digital camera or other image/video capture devices, without flash, for research purposes at no additional charge. UASC reserves the right to deny permission to photograph or copy items as appropriate. Note: Permission to capture images for research purposes does not constitute permission to distribute or publish these images.
- Photocopying/scanning of materials will be done only at the discretion of the UASC 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 UASC staff member.
- Access to unprocessed collections or unprocessed portions of partially processed collections will be at the discretion of University Archives and Special Collections.
- 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.

I have read these guidelines and agree to follow them.                      Accept or Reject Guidelines: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_