

PLEASE PRINT

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

Institutional Affiliation: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**REGULATIONS FOR IN-PERSON USE OF MATERIALS**

All materials housed in Special Collections are the property of Special Collections and are not to be removed from this room.

Use only a pencil or laptop computer when taking notes. No ink is allowed to be used in the reading room.

Leave bags on the shelves by the reception desk. Only those things needed for research may be taken to the tables.

Eating, drinking and gum chewing are not permitted in the reading room.

View materials only on the tables. No marks, erasures or tracings may be made on/of any material. Do not lean on materials. Do not alter existing order of the material.

Only a limited amount of material may be used at one time.

Photographic prints and negatives may require special handling, including the use of gloves.

Anyone accompanying a researcher is also required to fill out a registration form and is required to comply with all regulations.

If material to be copied is too fragile, the request may be denied.

Permission is required before using cameras, recording devices or any other reprographic device. See **Regulations for Use of Digital Cameras** section below.

**REGULATIONS FOR USE OF DIGITAL CAMERAS**

Permission is required before using cameras, recording devices or any other reprographic device. Staff will assist with further instruction on limited, controlled patron photography.

Photographs taken by researchers are for reference purposes only and may not be reproduced, shared with others, published or posted on the Internet.

Use of personal scanners requires permission from staff.

Some collections have donor-imposed and/or copyright restrictions that prohibit duplication in whole or in part. Photographing these collections is prohibited.

Images for publication of any type must be requested by submitting a *Reproduction Permission Application*. Fees may apply.

Special Collections reserves the right to obtain a digital copy of any images obtained by the researcher.

I understand that I am responsible for conforming to copyright and other applicable statutes. I understand that Wichita State University Libraries, Special Collections and University Archives, is not necessarily the owner of copyrights of unpublished manuscripts in its collections and that permission to publish must be obtained from the owners, Special Collections, or otherwise.

I have read all of the above regulations and I agree to abide by them and any additional restrictions imposed by the donors of certain collections.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONTINUE TO OTHER SIDE**

# Special Collections and University Archives REGISTRATION

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**Status:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> WSU Undergraduate Student | <input type="checkbox"/> WSU Graduate Student | <input type="checkbox"/> WSU Faculty & Staff |
| <input type="checkbox"/> Alumni                    | <input type="checkbox"/> Visitor              | Online request                               |

**How were you directed to Special Collections?**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> WSU Libraries' Catalog             | <input type="checkbox"/> Special Collections' Website | <input type="checkbox"/> Class Project   |
| <input type="checkbox"/> WSU faculty member                 | <input type="checkbox"/> WSU Libraries' Faculty/Staff | <input type="checkbox"/> Internet Search |
| <input type="checkbox"/> Other historical agency or library |   |  |
| <input type="checkbox"/> Other _____                        |   |  |

**Subject of research:**

**Purpose of inquiry (thesis, publication, exhibit, personal research, etc.).** Describe briefly and include title if possible.

SECTION BELOW TO BE FILLED OUT BY SPECIAL COLLECTIONS

Materials Used:		Checked In:
[     ] Research Consultation	[     ] Questions	Quantity of Digital Images Taken by Researcher (If Permitted):