

**Historical Collections and Archives
Robert B Greenblatt, MD Library
Research Application**

Name _____ Date _____

Address _____

_____ Telephone _____

MCG Status or Occupation _____

Identification (Student or Faculty ID, Driver's License or Photo ID) _____

Subject of Research: (Please be specific: include dates, proper names...)

Purpose of Research (Check all appropriate items)

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Course Paper | <input type="checkbox"/> Master Thesis | <input type="checkbox"/> Ph.D. Dissertations |
| <input type="checkbox"/> MCG History | <input type="checkbox"/> Article | <input type="checkbox"/> Administrative Use |
| <input type="checkbox"/> Book | | |
| <input type="checkbox"/> Other _____ | | |

I HAVE READ, I UNDERSTAND, AND I AGREE TO ABIDE BY THE RULES AND REGULATIONS GOVERNING THE USE OF HISTORICAL COLLECTIONS AND ARCHIVES READING ROOM AS OUTLINED ON THE BACK OF THIS FORM.

Signature

Date

.....
For Historical Collections and Archives Use Only:

Special Comments _____

Approved by: _____ Title _____

- Researchers must complete and sign the Research Application Form once each academic year (July 1-June 30) and must provide acceptable identification (driver's license or photographic I.D.) Researchers are requested to sign the register once daily during each research visit.

- No food or drink is allowed in the Historical Collections And Archives Reading Room.
- All briefcases, purses, coats, and other personal articles are to be deposited in lockers downstairs or in the archivist's office.
- Pencils are to be used when working with materials. Under no circumstances are pens allowed. Laptop computers, PCs, and tape recorders are also permitted provided that they do not disturb other researchers.
- Historical Collections and Archives materials may only be used in the reading room. The storage area is closed.
- The researcher must accept the responsibility of handling carefully materials made available. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way that may damage them. All manuscripts must be kept on surface of the table. Some of the materials may require wearing white gloves provided by the Historical Collections and Archives staff.
- Manuscripts and archival materials are to be maintained in the order in which they are received by the researcher. If any material is discovered to be out of order, please advise staff. Do not rearrange papers.
- The Historical Collections and Archives Reading Room will consider requests for limited reproduction of material when such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyrights laws. Entire folders of material, oral histories, photographs and audiovisual materials in any format will not be copied. The reproduction request form must be completed and submitted to Historical Collections and Archives staff.
Permission to reproduce does not constitute permission to publish.
- Researchers may photograph some collections with approval of the Archivist and under supervision of the Historical Collections and Archives staff. Use of flash equipment is prohibited.
- Upon completion of research, return all materials to the staff member on duty. Historical Collections and Archives staff reserves the right to inspect all research materials and personal articles before a patron leaves the room.