



# J. Eugene Smith Library

Eastern Connecticut State University

## University Archives and Special Collections

### APPLICATION FOR USE OF ARCHIVES & SPECIAL COLLECTIONS MATERIAL

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Academic Status: ( ) Undergraduate ( ) Graduate ( ) Faculty ( ) Staff ( ) Other

Purpose of Research: ( ) Student Paper ( ) Article ( ) Book ( ) Personal Interest ( ) Other

Subject of Research (please be specific): \_\_\_\_\_

### RULES GOVERNING USE OF MATERIALS

1. **PERMISSION TO EXAMINE** : Permission to examine materials will be granted to all mature persons who complete this application form, provide valid identification (drivers license or CSU ID), and agree to abide by the following rules. Such permission is granted subject to whatever restrictions that may have been placed on the material by their donors or depositors. Access to unprocessed collections or unprocessed portions of partially processed collections will be at the discretion of the department. In such certain cases, researches may be required to use microfilm or other forms of reproduction when such are available.

2. **PROTECTION OF MATERIAL**: Researchers are required to leave coats, briefcases, notebooks, purses and other personal possessions in lockers. Only pencils, note cards, and paper may be taken into the reading area. **Eating and drinking are prohibited.** All materials removed from the reading room area are subject to inspection by the shelf.

3. **USE OF MATERIAL**: The researcher is responsible for safeguarding any materials made available for use. Material may not be leaned on, written on, folded, traced or handled in any way likely to damage them. Readers are asked to handle papers carefully, maintaining their established order in folders and notifying a staff member if papers are misfiled or if a date has been misread. Papers should be carefully replaced in the folder

so that no edge of any the material protrudes. Folders should be kept in order in the boxes. Material no longer being used should be returned to the reference desk.

4. **PERMISSION TO PUBLISH:** Permission to examine materials is not an authorization to publish them. A separate written application for permission to publish must be made to the Archives and Special Collections, identifying the desired texts precisely. Further permission to publish must be obtained from the owners of the copyright. Researchers who plan eventual publication of their work should inquire about possible copyright restrictions. Each researcher must assume full responsibility for any legal questions that may arise as a result of use of materials. A free copy of all publications is to be presented to the Library as soon as the work is published.

5. **PHOTODUPLICATION:** Archives and Special Collections will consider requests to limited amounts of material when copyright restrictions permit and when such duplication can be made without injury to the material. The reproduction is to be made for the personal reference use of a researcher. The photocopy must not be further reproduced or made available to another researcher. Supplying a photocopy is not an authorization to publish.

6. **CITATION:** The location of materials quoted or referred to in published or unpublished papers should be accurately and precisely noted. Researchers should follow the formats for citations listed below.

[Item, Folder#], [Collection Title], University Archives and Special Collections, J. Eugene Smith Library, Eastern Connecticut State University. Used with permission.

Correspondence, J. Aidter Folder # 2 , John Doe Collection, University Archives and Special Collections, J. Eugene Smith Library, Eastern Connecticut State University. Used with permission.

I hereby request permission to examine material held by the University Archives and Special Collections, Eastern Connecticut State University. In consideration of my being granted permission to examine manuscripts on the terms set forth above, I agree to identify and hold harmless Eastern Connecticut State University and its offices, employees and agents from and against all claims and actions arising out of my use of materials.

I have read the rules for us of materials and agree to abide by them.

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date