



EMMANUEL COLLEGE

CARDINAL CUSHING LIBRARY

Emmanuel College Archives Patron Registration

Identification Information

Library use only:

Authorization: _____
Issue Date: ____ - ____ - ____ (MM-DD-YYYY)

Type of Valid ID: _____
Expiration Date: ____ - ____ - ____ (MM-DD-YYYY)

*This form is to be filled out and will be valid for one (1)
Year from date of issue.*

Name: _____
State/Province: _____
Home Institution (if any): _____
Research Category (please check one):
 Researcher Government Student
 Faculty/Teacher Genealogist Lawyer
 Alumna/us Staff Administrator
 Other _____

Address: _____
Country: _____
Phone Number: _____
Email: _____

Purpose
of Visit: _____

Access Policy for Emmanuel College Archives

In order to protect the records in the care of the Archives, all patrons are expected to observe the following rules.

1. Register with the Archives Librarian. Photo identification is required. Archives patrons may be required to leave an ID card with the Archives staff while using materials from the collection.
2. All personal belongings, including handbags, briefcases, waist packs, bags, containers, jackets, hats and coats must be placed in the closet.
3. Only paper, pencils, or laptops may be used in the reading room. Other equipment, including cameras, sound and video equipment, scanners, etc. may be used only with special permission.
4. Notebooks, papers, books, etc., used in the reading room are subject to inspection on leaving the reading room.
5. The Archives' stacks are closed to researchers.
6. Researchers should work as quietly as possible. Cell phones may not be used in the archives; researchers must

leave the reading room to make or receive calls.

7. No food, drink, or tobacco is allowed.
8. The reading room closes promptly at 4:00p.m. on weekdays. No original materials will be retrieved 30 minutes before closing. Return all materials 15 minutes before closing.

When using original materials patrons must also:

1. Fill out and sign the request form.
2. Handle materials with care. Do not lean or write on them.
3. Be responsible for the safety of materials while they are in your possession. Return them to the reference desk if you leave your desk. Materials may not be removed from the reading room.
4. Bound volumes may require use of supports.
5. The existing order and arrangement of material must be maintained. Questions or comments should be directed to the attention of the Archives Librarian.
6. Consult with the Archives Librarian to copy any materials. Materials to be copied should be marked with the slips provided and left in the folder. Do not use post-it notes. All requests are subject to staff approval. The use, including copyright, of archival collections may be restricted by law, by the donor, or other restrictions. Emmanuel College further reserves the right to restrict the use or duplication of archival materials.

Emmanuel College reserves the right to charge for duplication or photographic services and to impose such other regulations and restrictions as it deems appropriate in any individual case.

Researchers' Agreement

I have read and agree to abide by the Emmanuel Archives policies as stated above and subsequent updates which may be issued. I agree to permit a reasonable examination of my personal belongings. I understand that personal identifying information may be used for library purposes only.

Researcher Identification

Name (print): _____

Expiration Date: _____ - _____ - _____ (MM-DD-YYYY)

Signature

Signature: _____

Date: _____