

Special Collections & Archives Research Application

Name _____

Address _____
(Street) (City) (State) (Zip)

Email _____

Telephone Number _____

Researcher Affiliation:

- DSU Student
- DSU Faculty / Staff
- Company / Business
- General interest / Community
- Other College / University

D# _____
DSU Department _____
Company Name _____
Other College / University _____

Purpose of Research:

- Class Assignment
- Family / Local History
- Research for a Publication
- Research for a Thesis / Dissertation
- Photographs
- Other _____

Regulations Regarding Use of Special Collections & Archives

Special Collections & Archives regulations allow access to materials to ensure their preservation for future generations and scholarship. With the exception of restricted collections, all materials are open to use by patrons who are willing to abide by the following rules.

Researcher
Initials:

- _____ 1. Photo-identification may be required of prospective researchers. Staff Initials: _____
- _____ 2. Materials may be used only under library staff supervision in the Special Collections Reading Room.
- _____ 3. Allowed: Only notepaper, pencils, laptops, cameras without flash, and silenced cell phones are permitted at research tables. Photography of collections permitted, except when prohibited by restrictions.

- _____ 4. Prohibited: Coats, handbags, briefcases, backpacks, and other personal belongings are not allowed at reading room tables and must be placed in the designated area. **Ink pens, markers, food, and liquids are prohibited.**
- _____ 5. The researcher must use great care in handling of materials and follow any directions from reading room staff. Researchers should always retain the existing order in folders and boxes and be careful not to mark or fold materials. Any errors in the arrangement or filing order of records should be called to the attention of the staff. The researcher's hands must be clean. Leaning or putting pressure on materials is not allowed. Fragile materials may be restricted.
- _____ 6. Only one box, folder, or item of research material is allowed on the research table at any one time, and the researcher is responsible for all materials until they are returned. Another box/folder/item will be given to the researcher when requested and the previous box/folder/item has been returned.
- _____ 7. All materials and personal belongings must be clearly visible to the staff at all times. On request, all personal notes, papers, and personal reference books must be presented to the staff for inspection before the researcher leaves the Special Collections & Archives. Theft or mutilation of materials is a crime that will be prosecuted.
- _____ 8. All reproduction, photocopying, and scanning must be done by Special Collections & Archives staff members. Materials must be kept in original folders and described on the reproduction request form. Reproduction of materials is subject to staff approval and is not allowed if it would damage the material, violate copyright laws, or if the material is restricted.
- _____ 9. All materials must be cited. To cite documents, include the item description, date, collection number, full name of the collection, and Dixie State University Special Collections & Archives or follow the preferred citation provided in the collection finding aid. Example: Original hand written ledger, 1874-1885, WASH 048 Aaron Nelson Ledger, Dixie State University Special Collections & Archives.
- _____ 10. Adherence to all copyright and libel laws are the responsibility of the researcher. Special Collections & Archives provides reproductions for educational, non-commercial uses of copyrighted material under the "Fair Use" Section 107 of the Copyright Act. A licensing agreement is required for all commercial or publication use. Fees are set in the reproduction and use policy. All licensing agreements agree to donate a copy of the end product to Special Collections & Archives.

I have read the above "Regulations Regarding Use" policy governing the use of Special Collections & Archives at Dixie State University. I understand the regulations and agree to comply with them. I further understand that failure to comply with any of the regulations may result in the denial of the use of Special Collections & Archives materials and the withdrawal of my research privileges.

Signature _____ Date _____

Revised 07/31/2019