

RESEARCHER REGISTRATION FORM

Name (please print): _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone numbers: (Primary) _____ (Secondary) _____

E-mail Address: _____

Research topic: _____

Purpose of research (check one):

- Class assignment
 Seminar paper
 Thesis
 Dissertation
 Book
 Article
 Genealogy
 Other purpose (specify): _____

Affiliation (check one):

- Undergraduate
 Graduate student
 Faculty
 Staff
 ITC Staff
 Community
 Other (specify): _____

University/Institutional affiliation: _____

UTSA Department (if applicable): _____

For Staff Use Only

Received by:	ID Verified By:	Date:
Materials used:		

Rules governing the UTSA Libraries Special Collections Use of Rare Books, Manuscripts, University Archives, and ITC Photography Collections.

- All first time researchers must register by filling out, reading and signing this form before using any materials.
- Returning researchers do not need to register, but must check in with the Reading Room staff, by showing an appropriate ID and, if necessary, updating any personal information.
- **ALL** personal belongings—including outerwear, bags, backpacks, briefcases, purses, laptop cases, parcels, etc.—must be stored in lockers or cubbies. Please store belongings before coming to the reading tables.
- Only material essential to research may be used in the Reading Room. Please keep notes and personal research material to a minimum. **All personal research material, including notebooks, laptops and personal books, is subject to inspection by the Reading Room supervisor. Green note paper as well as pencils will be provided.**
- Pens, markers or ink of any kind, food, drink, candy (including chewing gum) and tobacco products are **not** allowed in the reading room.
- Cell phone ringers must be set to silent. Calls may not be taken in the reading room.
- Notify a staff member when your visit ends. Present laptops and notebooks for inspection. Special Collections staff reserves the right to inspect all research materials and personal articles before a researcher leaves.
- Special Collections materials may only be consulted in the Reading Room. Materials must remain in clear view of Special Collections staff at all times. The Reading Room is monitored by CCTV cameras.
- Failure to follow these rules may lead to your removal and/or exclusion from Special Collections reading rooms.
- Researchers may view only **one rare book** at a time, except when using multivolume sets or when comparing texts.
- Researchers using manuscript collections may view only **one document box** at a time, and must remove only **one folder** at a time from the document box. Do not rearrange items. Use red Out Cards to mark your place when removing folders from boxes.

- Handle materials as little as possible and with clean, dry hands. Keep materials flat on the table or in a book rest at all times.
- Do not lean on, write upon, mark, fold or otherwise alter or mishandle materials. Do not place books, papers, or other objects on top of library materials—use the book weights provided to hold pages open.
- Cotton gloves must be worn when handling photographic materials. Gloves will be provided. Please avoid touching the surface of photographic materials, even while wearing gloves.
- If you find materials that are torn, marked, out of order, or in any way seem damaged, please notify a staff member immediately.
- If a requested book has unopened pages, please return it to the Reading Room staff. Do not attempt to cut pages.

Citations

Please use the following format when citing manuscript and archival materials from the UTSA Libraries Special Collections:

[Identification of item], MS ##, Collection Name, University of Texas at San Antonio Libraries Special Collections

For ITC photography collections:

[Negative #], [Collection Name], UTSA Special Collections -- Institute of Texan Cultures.

Reproduction Requests:

- Complete a reproduction request form. Physical condition or other restrictions may prevent staff from making reproductions of some materials.
- Consult staff for additional information about photocopying and scanning.
- Use colored flags to mark material. Do **not** separate material to be reproduced.
- Reproduction requests may take several business days to fulfill, depending on the quantity ordered and the volume of orders.

UTSA Libraries Special Collections permits researchers to use their personal digital cameras or phones in the reading room under the following conditions:

- Patrons may photograph materials from a sitting position or while standing on the reading room floor. All items must remain on the table and books must be supported by the book cradles provided. Patrons are not allowed to use personal scanners in the reading room.
- Turn off the flash and silence any noise on your camera or phone.
- Special Collections welcomes you to use materials in our collections that are in the public domain and to make fair use of copyrighted materials as defined by copyright law.

Acknowledgement

I have read and agree to abide by the rules for using the UTSA Libraries Special Collections reading room and archival materials. I am aware that infringement of the rules may result in my being excluded from using the UTSA Libraries Special Collections.

I shall acknowledge the use of the UTSA Special Collections in any publication which may result from my research through correct citation of sources.

I shall obtain the permission of copyright owners where required by law, if I wish to make further reproductions of documents.

SIGNATURE _____

DATE _____