



Researcher Registration Form

First Name _____

Last Name _____

Address _____

City/State/Zip _____

Cell or Home Phone _____

Email _____

Institution:

- ☐ Radford University
☐ Other Organization:
☐ No Affiliation

Status:

- ☐ Undergraduate Student
☐ Graduate Student
☐ Faculty
☐ Staff
☐ Other: _____

ID Number: _____

- ☐ Driver's License
☐ Radford University ID

Purpose of Research:

- ☐ Media Project
☐ Class Paper
☐ Publication
☐ Thesis or Dissertation
☐ Other: _____

Research Topic: _____



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Reading Room Policies

Welcome to the Radford University Archives & Special Collections. We administer McConnell Library's rare books, manuscripts, and other research collections. These research materials are rare, fragile, irreplaceable, or otherwise in need of protection. Please handle them with care and respect. We reserve the right to refuse access to anyone we feel has violated any of the procedures outlined below.

1. All patrons must have a current Researcher Registration Form on file with Archives & Special Collections. Registration must be renewed each year. A current photo ID (RU ID, School ID, Driver's License, or state-issued ID) must be presented with the registration form.
2. All patrons must sign in at the service desk upon entering the reading room. You will be asked to provide a photo ID on each visit.
3. Archives & Special Collections materials cannot be checked out and the stacks are closed to the public. To request material for use in the reading room, complete a call slip for **EACH** title or manuscript collection and present the slip(s) at the service desk.
4. Patron will make every effort possible to protect and preserve the documents being used. Materials must be used in accordance with the materials use policies printed on the Materials Request Form.
5. The Archives reading room is reserved for individuals using our collections. Reading room computers are available for research directly related to Archives & Special Collections only.
6. In order to respect other researchers, please whisper when any talking is needed.
7. Only paper and pencils (no pens) or laptop computers are permitted in the reading room. Lockers are provided for patrons to secure all other belongings (including jackets and bags) while in the reading room. Pencils and scratch paper are available at the service desk. The staff reserves the right to inspect all research materials and personal articles before a patron leaves.
8. No food, beverages, candy, gum or similar consumables are allowed in the reading room.
9. Make sure your hands are clean. Gloves will be issued when handling photographs or other sensitive material.
10. The Archives may require researchers to use access copies of records in place of originals whose physical condition or format makes them unusable.
11. Up to five boxes or books may be requested at the same time. You will only be allowed to use one box or book at a time.

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12. Restricted records are closed for research purposes. The Archives will only open restricted records in accordance with the terms specified in transmittal documents or statements of gift. Other records may be restricted due to legal or institutional obligations.
13. Unprocessed archival and manuscript collections may not be available for research.
14. Normally, Archives & Special Collections are open Monday – Friday from 8:30 AM - 4:30 PM on days when the university is open. For security reasons, all records, services, and requests for copies must be returned to staff no later than 15 minutes before closing.
15. When patrons are finished with their research, they should bring the materials to the Archives service desk and inform the staff whether or not they intend to return.
16. In general, Archives & Special Collections staff are not able to conduct research on behalf of researchers.
17. Patrons should understand copyright and citation forms for archival material if the material is used or referenced in papers, reports, or other non-personal material.
18. Patron understands that Archive employees may not give legal advice.
19. Special permission from Archives staff is required for the use of cameras, tape recorders, and all copying devices. Most duplication requests will be filled within seven business days.

I have received and read the Radford University Archives & Special Collections Reading Room Policies and agree to abide by them. I understand that it is the responsibility of the Archives & Special Collections staff to preserve the materials in the collections and that, if I am careless or irresponsible in the handling of materials or violate any Reading Room policies, I may be denied further access.

Signature: _____

Date: _____