



# Researcher Registration Form

Please print legibly!

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Institution:**

- ☐ Radford University
- ☐ Other Organization: \_\_\_\_\_
- ☐ No Affiliation

**Status:**

- ☐ Undergraduate Student
- ☐ Graduate Student
- ☐ Faculty
- ☐ Staff
- ☐ Other: \_\_\_\_\_

**Purpose of Research:**

- ☐ Media Project
- ☐ Class Paper
- ☐ Publication
- ☐ Thesis or Dissertation
- ☐ Other \_\_\_\_\_

**Research Interest:** \_\_\_\_\_



# Researcher Registration Form

## Reading Room Policies

Welcome to the Radford University Archives & Special Collections. We administer the University 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. A current photo ID (RU ID, School ID, Driver's License, or state-issued ID) must be presented with the registration form to verify identification.
2. Archives & Special Collections materials cannot be checked out and the stacks are closed to the public.
3. Patron will make every effort possible to protect and preserve the documents being used.
4. The reading room is reserved for individuals using our collections. Reading room computers are available for research directly related to Archives & Special Collections only.
5. Only paper and pencils (no pens) 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. Laptops and cellphones may be used.
6. No food, beverages, candy, gum or similar consumables are allowed in the reading room. This includes water bottles.
7. Make sure your hands are clean and dry. Gloves will be issued when handling photographs or other sensitive material.
8. The Archives may require researchers to use access copies of records in place of originals whose physical condition or format makes them unusable.
9. 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.
10. Unprocessed and in-process archival and manuscript collections will not be available for research.
11. For security reasons, all records, services, and requests for copies must be returned to staff no later than 15 minutes before closing.
12. Special permission from Archives staff is required for the use of cameras, tape recorders, and all copying devices. Most duplication requests will be completed within five business days.



# Researcher Registration Form

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:

---

Archives Staff

Signature:

Date

---