



STAFF USE
Researcher ID type _____
Date _____
Staff Initials _____

**Rare & Distinctive Collections
Reading Room
Registration Form**

Welcome to the RaD Reading Room at Norlin Library at the University of Colorado Boulder! Access to the Reading Room is free to everyone, and our collections, unless restricted, are available to all for use in the Reading Room. **Please register using this form.**

NAME: _____

BUSINESS/AFFILIATION: _____

CITY/STATE: _____

COUNTRY: _____

PHONE: _____

EMAIL: _____

RESEARCH TOPIC (OPTIONAL): _____

May we share your research topic with other researchers? (circle one) YES NO

REGISTRATION TYPE: (check all that apply)

CU Boulder undergraduate student ____ CU Boulder graduate student ____

CU Boulder faculty ____ CU Boulder staff ____

Non-CU university student ____ Non-CU university faculty or staff ____ Genealogist ____

Independent scholar ____ Filmmaker ____ international researcher ____

Other (write in) _____

Please read the Special Collections & Archives Reading Room policies on the reverse side of this page and sign and date to indicate your agreement to adhere to these policies during your visit.

Name: _____

RaD Reading Room Policies and Procedures

<p>RESEARCHERS MAY HAVE THESE ITEMS AT RESEARCH TABLES:</p> <ul style="list-style-type: none"> ● Laptops (no cases) ● Cell phones ● Pencils ● Loose-leaf paper 	<p>RESEARCHERS MAY NOT HAVE THESE ITEMS AT RESEARCH TABLES:</p> <ul style="list-style-type: none"> ● Food, including candy, throat lozenges, and gum ● Drinks. Water bottles must be stored inside researcher lockers. No other drinks are allowed inside the Reading Room. ● All personal belongings, including coats, backpacks, bags of any kind, binders, bound notebooks and notepads, and laptop cases. ● Pens, markers and highlighters, and Post-It notes. ● Digital cameras, tripods, additional light sources, and scanners of any kind, unless approved in advance by staff
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Researchers are expected to also follow these additional policies:

- **All materials in the department are non-circulating** and must be used in the RaD Reading Room in Norlin Library during public hours.
- **Gloves may be required to handle some materials**, including but not limited to negatives, photographs, and photobooks.
- **All archival materials must lie flat on the tables.** Do not place items in your lap or hold them up. Do not take notes or place objects on top of materials.
- **Researchers are permitted to use only one box and one folder from the box at a time.** Please do not remove multiple folders from a box at once. Take care to keep the documents within each folder in the order in which you found them.
- **All books must be used in a book cradle.** A staff member will provide you with the appropriate cradle.
- **Researchers may not open sealed envelopes, separate attached pages, remove staples, or cut, tear, or slice materials (including uncut pages).** Please ask a staff member for assistance if you encounter such materials.
- **Researchers must silence all electronic devices** (including, but not limited to, cell phones and digital cameras). Personal audio devices may be used with earphones at audio levels that will not disturb other researchers or staff. All telephone calls must be conducted outside of the Reading Room.
- **Researchers may take photos of collection materials for research use only using a cell phone or personal tablet**, subject to copyright restrictions and provided they fill out a Digital Photography Use Agreement.
- **Staff can make a reasonable number of photocopies or PDFs of collections material for researchers**, subject to copyright restrictions, staff availability, and reproduction fees. Fragile material and photobooks from Special Collections cannot be photocopied but may be scanned, subject to the same.
- **Researchers acknowledge that they may share the Reading Room with instruction classes.** Staff will, whenever possible, inform researchers of these classes in advance.

I acknowledge that by signing this form I agree to comply with the outlined policies and procedures, as well as to follow instruction from Rare & Distinctive Collections staff, each time I visit and/or use the Rare & Distinctive Collections Reading Room and its collections. Policies are subject to change. I understand that failure to follow them may result in the termination of my Reading Room privileges. I understand that I am responsible for any damage, accidental or otherwise, that I may cause to any item in the RaD collections. I also agree to appropriately cite or credit Rare & Distinctive Collections for any information used from the collection.

Signature _____ **Date** _____