



ALAMO COLLEGES DISTRICT St. Philip's College

ST. PHILIP'S COLLEGE ARCHIVES RESEARCHER REGISTRATION FORM

This form must be filled out and signed before access will be granted to any archival materials. By signing this form, you agree to abide by the rules and regulations outlined below. A valid form of identification must accompany this form.

Name _____

Address _____

City _____ State _____ Zip _____

Country _____ Phone Number _____

Email _____

GENERAL INFORMATION, RULES AND REGULATIONS:

Reading Room Hours: Mondays to Fridays, 7:00am– 4:00pm and by appointment

The Archives Reading Room is located on the third floor of the Center for Learning Resources in Room 303. A staff member will be on hand to retrieve materials and answer questions.

Archival documents may be consulted until 3:30pm. Archives staff will be on hand until 4:00pm to answer any questions.

Archival documents shall not as a rule be reserved. Archives staff may set aside materials for a researcher, but if another patron wishes to consult the materials, he or she will be allowed access.

All coats, parcels, briefcases, books, handbags or any such containers shall be left in a place indicated by the Reading Room Officer. The researcher is permitted to have only a paper notebook and pencil with him or her while consulting archival materials.

Researchers are required to use only a pencil when taking notes during consultation of documents. No pens, markers or writing implements other than pencils will be allowed in the Reading Room. Laptops may be used at the discretion of the Reading Room Officer.

Smoking, eating and drinking are prohibited in Archives.

All archival materials must be handled carefully: use only one folder at a time and keep the papers in their existing order. Do not place books or volumes face-down. Do not lean or press on archival materials. Do not trace maps or other records.

Researchers must leave their student/employee ID or valid/current driver license with the Reading Room Officer in order to gain access to materials in Archives. Once the Reading Room Officer is satisfied that all materials have been returned in good condition, the student/employee ID or valid/current driver license will be returned to the researcher along with all of his or her possessions.

Cotton gloves, supplied by the Reading Room Officer, must be used at all times when handling photographs or fragile materials.

Access may be denied if materials are too fragile to withstand use by researchers. The Unit Head will make the final decision on which documents can or cannot be used due to preservation concerns. The Reading Room Officer should consult the Unit Head if he or she feels that a document may be too fragile for public use.

Silence must be maintained at all times.

The researcher may wish to contact Archives beforehand in order to determine whether staff will be able to assist him or her. Please be aware that Archives staff may be under time constraints that restrict the ability to have a collection ready for research use.

No material in the archives may be removed from the research area.

Persons requesting access to restricted materials must contact the person or agency imposing the restrictions. The archives cannot permit access to these materials without written authority.

Researchers are advised that it is their responsibility, not Archives, to obtain copyright clearance to publish or otherwise reproduce or distribute archival material. Whenever possible, the archivist will provide the names and addresses of copyright holders.

I agree to the above-listed rules and regulations.

Signature

Date