Department of Special Collections and Archives

Duane G. Meyer Library Missouri State University Springfield, Missouri

User Registration Form

- 1. All users must register, showing current photo identification.
- 2. Food, drink, and smoking are not permitted.
- 3. Keep the records in their present arrangement. Loose pages will stay in order if turned like pages in a book. Please use only one folder of materials at a time.
- 4. Make no marks, erasures or other changes to the records. Use pencil only; the use of ink is prohibited.
- 5. Photocopies and digital scans are made for research purposes but may be limited by donor agreements or based on the condition of the material. Ask Special Collections and Archives staff for assistance.
- 6. Materials may not circulate outside the reading room.
- 7. Theft, destruction, or mutilation of library materials is a crime (MoRS 570.200-570.215).
- 8. The MSU University Libraries follows guidelines set forth by the ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries (Adopted by SAA Council on June 1, 2009) and by the SAA Code of Ethics (Article VI, approved by SAA Council on February 5, 2005).
- 9. Citations should follow this format: identification of the item, name of the collection, Special Collections and Archives, Missouri State University.
- 10. The user assumes all responsibility for obtaining the necessary permissions and assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials.

I HAVE READ THE ABOVE GUIDELINES AND AGREE TO ABIDE BY THEM.

Signed:								
Photo identification:				Archivist:				
Name:				Date:				
	Last	First			M.I.			
Local A	ddress:							
	Street	/P.O. Box	City		State	ZIP		
Perman	ent Address:							
		Street/P.O. Box	City		State	ZIP		
Local phone:				E-n	nail:			
USER D	ESCRIPTION:							
□ Faculty/Staff				☐ Undergraduate student				
	Graduate stude	ent			General Public			
RESEAR	.СН ТОРІС:							
INTENE	DED USE OF RESE	ARCH (CHECK ALL THAT	'APPLY):					
					Commercial / For-profit use			
☐ Scholarly /Non-profit research				Video/Film doo				
	Personal Intere	st			Other	·		

MAY WE TELL OTHERS OF THE SUBJECT OF YOUR RESEARCH? Yes No

We would appreciate a copy of any publication relying heavily on the collections.

Special Collections and Archives wishes to provide its collections for use in every way consistent with good scholarship, productive research, and archival preservation. Your comments and suggestions are welcome.

SPECIAL COLLECTIONS DEPARTMENT USE ONLY

SOURCES USED:

Location	Item Used	Date
(call no., collection/box/folder no.)	(title/description)	

Updated 6/30/2011