



The Colonial Williamsburg Foundation

JOHN D. ROCKEFELLER, JR LIBRARY

Registration for Access to Special Collections

(Please print)

Date: _____

Last Name _____ First Name _____

Permanent Address: _____

City _____ State _____ Zip Code _____

Telephone Number: _____ Email address: _____

Institutional Affiliation (if any): _____

Research Topic: _____

Since many of the materials in our collections are rare and fragile, it is important that they be handled with great care. If a researcher fails to follow the procedures set forth on the reverse side of this sheet, the staff is authorized to take necessary actions, including refusing further use of records.

I have read, understand, and agree to abide by the rules listed on the back of this form.

Signature: _____ Date: _____

REGULATIONS COVERING USE OF RARE MATERIALS

1. Researchers must complete and sign a Registration for Access to Special Collections form and provide an acceptable photographic identification, such as a driver's license or college ID. Researchers are requested to sign the register once daily during every visit.
2. All rare book and manuscript materials are housed in closed stacks. Researchers may request particular items by submitting the appropriate call slips to the reference desk attendant for retrieval.
3. All personal items, such as coats, briefcases, backpacks, book bags, computer cases, packages, portfolios, folders or envelopes, are not permitted in the reading room.
4. No food or beverage items, including containers, are permitted in the reading room.
5. All materials must be consulted in the reading room area and may not be taken from the reading room.
6. Use only pencils, not pens, when taking notes. Personal computers are also allowed, providing that they do not disturb other researchers.
7. Only one volume or manuscript folder per researcher allowed on the table at one time.
8. The researcher must accept responsibility for handling carefully all materials made available to them. Do not lean on, write on, trace, fold the items, remove from encapsulation, or handle them in any way that may damage them.
9. Loose archival materials are to be maintained in the order in which they are received by the researcher. Do not rearrange papers. If any materials appear to be out of order, please notify the staff member on duty.
10. If it is necessary to leave the reading room temporarily, arrange with the attendant on duty either to reserve or leave the materials on your table.
11. Return all materials to the staff member on duty before leaving for the day or for an extended period. Request the reservation of material to be used again in the immediate future. The department reserves the right to inspect all research materials and personal articles before a patron leaves the reading room.
12. Anyone wishing to quote from or publish from the collection must secure written permission from the Special Collections Librarian/Associate Curator for Rare Books and Manuscripts. The researcher is solely responsible for acquiring permission from the holder of copyright.
13. Please consult the attendant on duty for reproduction procedures.