



Special Collections - Patron Registration Form

***Please complete this form prior to Using Special Collections**

Special Collections is open to students, faculty, and staff of SUNY New Paltz, as well as members of the public. All items are non-circulating, and photocopying/scanning is prohibited without special permission. Your registration will help us protect our historical materials, and enable us to evaluate the continuing usefulness of our collections.

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Fax: _____

Institutional Affiliation: _____

Position:

- Faculty/Staff
- Doctoral Student
- Masters/Undergraduate Student
- Alumni
- Member of the Public
- Other (specify) _____

Purpose of Research:

- book/article
- thesis/dissertation
- essay/term paper
- personal research
- administrative use
- Other (specify) _____

Please list specific material requested:

Agreement: I have read and agree to abide by the "Guidelines for Using Materials in Special Collections" printed on the second page of this form. I understand that the material I use may be protected by the Copyright Law, Title 17, U.S. Code, and that I will be responsible for abiding by the Copyright Law.

Signature: _____

Date: _____

Guidelines for Using Materials in Special Collections

Registration and Orientation

- All patrons wishing to use Special Collections must complete the first page of this form.
- All materials must be viewed in the private Reading Area adjacent to Current Periodicals.
- To assist in the preservation of books and documents, all researchers must handle materials carefully.

Reading Room Procedures

- All briefcases, purses, and backpacks are to be placed on the floor in the Reading Area.
- To preserve our unique materials, food and beverages are strictly prohibited.
- Notes are to be taken in pencil only. Researchers may use laptops in the Reading Area.
- Photocopying/Scanning of materials is prohibited without permission.
- Researchers will use one set of materials at a time, and will be careful to maintain their original sequence.

Publication, Citation, and Copyright

- Researchers who plan to publish or exhibit original material from Special Collections must seek written permission from the Dean of the Sojourner Truth Library.
- Each use of materials must be accompanied by proper credit to Special Collections/Sojourner Truth Library, SUNY New Paltz.
- Special Collections assumes no responsibility for infringement of copyright. The researcher is responsible for obtaining the necessary copyright clearance and publication rights for all materials.

(This section to be completed by library staff.)

Collection/Item	Staff	Date	Condition

Notes: