

## Patron Registration Form

Name:					
Dates of Visit:					
Address:					
City, State, Zip:					
Phone:					
Email:					
Classification		Pı	irpose of Research		
Classification  Student			Class Assignment		
Scholar			☐ Publication		
☐ Author			☐ Family History		
☐ Genealogist			Thesis/Dissertation		
			Other:		
Signature:			Photo ID		
Collection Number	Collection Name	Box #/Photo #	Location Code	Notes	

Collection Name	Collection Number	Box #/ Photo #	Location Code	Notes

## Viewing Room Rules

- 1. Wear cotton gloves when viewing materials unless otherwise specified.
- 2. Bring only one box into the viewing room at a time, and keep the folders in order.
- 3. Ink pens are not allowed; please use pencil.
- 4. Bags and purses are not allowed in the viewing room.
- 5. Handheld scanners and digital cameras are allowed unless materials are considered too fragile. Conditions will be specified by the staff
- 6. Sticky notes are not allowed
- 7. Please fill out a blue slip to notify the staff that you are either done with the materials or will be returning on a specified day.