

# ROSEMONT COLLEGE

Gertrude Kistler Memorial Library & Learning Commons

---

## Archives and Special Collections Registration Form and Usage Policies

Revised July 2022

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_

Research Topic: \_\_\_\_\_

### Category:

Undergraduate	Doctorate	Faculty	Rosemont administration	Other:
Graduate	Post-Doc	Alumni	Rosemont affiliate	_____

### Purpose of Research:

Class Paper/Project	Exhibition	Thesis/Dissertation
Academic Publication	Non-academic publication	Media

### Usage Rules:

Researchers must request materials before their appointment. New material requests are subject to staff availability.

Researchers may only have 1 box, volume, etc. at their table at a time. Additional materials will be on a designated cart. Researchers may not have personal reading material, bags, or folders at their designated table while using library materials.

Archival material must not be marked, rearranged, removed from covers, or taken out of the research room. Please return files to their proper sequence in each box.

Researchers must use pencils when working with material. Pencils are available at the reference desk

Researchers are responsible for materials issued to them. Researchers should not lean or rest on materials. Please follow any instructions the staff may give you for handling materials.

Non-flash photography is permitted for research or educational purposes. For reproductions, please talk to a staff member.

Electronic devices are permitted for notetaking or scanning purposes.

Food and drink are not permitted nearby archival material.

**Document exempt from exposure:** Rosemont College supports freedom of access but does not grant access to the following materials: (a) Floorplans and blueprints to campus buildings; (b) legal documents and records maintained that are protected by attorney-client privilege; (c) personnel files, medical, or other records pertaining to individuals (d) documents and proceedings regarding grievance and HR related matters. Exceptions may apply at a library staff member's discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_