

Researcher Registration Form

Preferred Salutation: _____ Full Name: _____

Address: _____

Phone: _____ Email: _____

PLEASE READ OUR LIBRARY POLICIES THEN SIGN BELOW

1. Researchers must fill out a Researcher Registration Form on the first visit and upon request. At each subsequent visit, they must sign in at the reception desk.
2. Food and drink are not allowed in the library.
3. Bags and personal items must be stored in lockers. You may bring pencils, small hand-held wallets, phones, or computers to the designated workspace.
4. Collections are to be handled carefully:
 - i. Remove only one file folder or photograph envelope at a time.
 - ii. Use gloves when working with photographs and negatives.
 - iii. Carefully handle paper materials depending on their size and condition. Use book cradles when necessary.
 - iv. Keep documents flat on the surface of the reading room table and in the exact order in which they were received.
 - v. Do not rearrange or remove items from folders. If something appears to have been filed in error, please notify the reference librarian.
 - vi. Use pencils while taking notes and place their note paper beside – not on top of – documents, photographs, or books.
5. Researchers may request copies, scans or reproductions of materials. Digital reproduction forms and a library fee schedule are available by request from library staff.
6. Researchers may photograph materials with small personal handheld cameras or smartphones for personal use and study after completing the Permission for Personal Camera Use form.
7. Please speak to library staff if you would like to request additional materials. Availability of material is at the discretion and availability of staff. Reference staff may limit the amount of material pulled for a researcher at one time.
8. Credit the use of any DC History Center materials in any research product (e.g. book, article, thesis, dissertation, and audio or video production) and provide the library with one complimentary copy of each product if applicable.
9. By signing the Researcher Registration Form, you acknowledge your agreement to comply with the rules and regulations stated herein.



Become a Member of
the DC History Center

I have read and understand the rules and regulations concerning the use of DC History Center collections and agree to abide by them. Any violations of these rules can result in the suspension of privileges to use the reading room and access the collections. The DC History Center is not liable for any suits, claims, actions and/or expenses arising from my use of their collections.

Signature _____ Date _____