

**Oklahoma State University Library
Special Collections and University Archives**

USER REGISTRATION FORM

Name _____ Date _____

Address _____

Email _____ Phone _____

Subject of research:

Status: UG GR Faculty Staff Visitor

Notification of user responsibility:

It is the researcher's responsibility to conform to all legal provisions such as literary rights and copyrights affecting the materials used.

Research materials are placed in Special Collections and University Archives in order to preserve them for future use. The materials require special storage, handling, and security.

Rules governing use:

1. Staff members obtain all material for patrons.
2. Patrons using material from the collections are requested to fill out a User Registration Form and show photo identification.
3. Materials must be used only in the Paul Miller Room and cannot be checked out or removed from the room for any reason including making photocopies.
4. Use only pencils when working with material.
5. Wear gloves as instructed by staff when handling older photographs and manuscripts.
6. Maintain the original order of unbound material.

Form of citation: [Identification of item], [Name of collection], Special Collections and University Archives, Oklahoma State University Libraries.

I have read and agree to abide by these rules:

Signature _____

Student ID number _____ Staff Initials _____

(NOT Social Security Number)