

Subject of Research _____

Purpose of Research (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Historical research | <input type="checkbox"/> Literary research | <input type="checkbox"/> Marist administrative research |
| <input type="checkbox"/> Discographical research | <input type="checkbox"/> Pictorial research | <input type="checkbox"/> Dissertation/Thesis |
| <input type="checkbox"/> Class project | <input type="checkbox"/> Local history | <input type="checkbox"/> Genealogy |
| <input type="checkbox"/> Other _____ | | |

Research Director/Instructor (if any) _____

Publication Plans (if any)

- | | | |
|--|---|--|
| <input type="checkbox"/> Journal article | <input type="checkbox"/> Newspaper/magazine article | <input type="checkbox"/> Book |
| <input type="checkbox"/> Film/video | <input type="checkbox"/> Sound recording | <input type="checkbox"/> Web page/Internet display |
| <input type="checkbox"/> Exhibit | <input type="checkbox"/> N/A | |
| <input type="checkbox"/> Other _____ | | |

**MARIST COLLEGE ARCHIVES & SPECIAL COLLECTIONS
RESEARCH AGREEMENT FORM (continued)**

Please read the following rules and regulations and sign the agreement at the end of this form.

In order to preserve the irreplaceable and often fragile materials in the collections, we ask our patrons to adhere to the following rules regarding care, handling, and security.

- No food or beverages (including water bottles) are allowed in the Reading Room.
- No pens are allowed. Complimentary pencils are available in the Reading Room.
- No bags, purses, laptop cases, backpacks, briefcases, etc. are allowed in the Reading Room. Lockers are provided for your convenience.
- Archives & Special Collections materials may only be used in the Reading Room during department hours or by special arrangement.
- Do not leave the Reading Room with any Archive or Special Collections materials.
- Return all items to the Archives & Special Collections staff member on duty.
- Please keep the documents and/or materials flat on the table and do not place any items (e.g. laptops, note cards, etc.) on top of the research materials.
- It is crucial that items, both folders and individual documents, remain in the original filing order. Please bring any misfiled items to the attention of the Archives & Special Collections staff, but do not re-file items on your own.
- Personal scanners, copiers, and cameras (video, digital, still) are not allowed in the Reading Room without permission from Archives & Special Collections staff.
- Limited copying may be done for the researcher. The Archives & Special Collections staff must inspect any item you wish to copy before any copying is done. We reserve the right to refuse a copy request if copying will harm the item or violates copyright or other restrictions.
- The Archives & Special Collections staff will remove any metal fasteners (e.g. staples, paper clips) from the manuscripts. Please do not remove them yourself, and do not re-fasten items with metal clips or staples.
- Copies are made for research and reference only.
- Permission to publish manuscript materials or copies of manuscript materials must be requested in writing. Broadcast, public display, or any use on a website also requires permission.
- Materials (including manuscripts, sound recordings, photographs, moving image materials, and artifacts) housed in the College Archives & Special Collections may be protected under copyright law (Title 17, U.S.C.).
- An Archives & Special Collections staff member may examine any items (notes, note cards, etc.) you bring in or out of the search room.

I have read, understood, and by my signature below, agree to comply with the regulations set forth above, in order to use material in the custody of the Marist College Archives & Special Collections, James A. Cannavino Library, Marist College.

Signature _____ Date _____

Upon completion, please present a photo id to a staff member.