



MARIST COLLEGE ARCHIVES & SPECIAL COLLECTIONS

RESEARCH AGREEMENT FORM

All researchers using the resources of the Marist College Archives & Special Collections must complete this form. The information you provide will help the staff to assist you in your research, to compile statistics, and to ensure security of the collections. Please type or print clearly. Upon completion, please present a photo id to a staff member.

Date _____ Name _____

Address _____

City/State _____ Zip _____

Email _____ Phone _____

Institutional Affiliation (if any) _____

Academic Status (if any)

Undergraduate Student

Faculty

Alumni

Graduate Student

Staff

Visiting Researcher

How did you learn about our Archives & Special Collections holdings?

Citation in published work

Online catalog

Fox Hunt Search

Internet

Instructor

Social Media _____

Referral from another institution _____

Subject of Research _____

Collection (if any) _____

Purpose of Research (check all that apply)

Historical research

Literary research

Marist administrative research

Discographical research

Pictorial research

Dissertation/Thesis

Local History

Genealogy

Class Project (Class name) _____

Other _____

Research Director/Instructor (if any) _____

Publication Plans (if any)

Journal article

Newspaper/magazine article

Book

Film/video

Sound recording

Web page/ Internet display

Exhibit

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 (LB 134) during department hours.
- 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 and cameras (video, digital, still) are allowed in the Reading Room with permission from Archives & Special Collections staff.
- Copies are made for research and reference only. 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.
- Permission to publish, broadcast, exhibit, etc., requires the completion of a User Agreement Form.
- 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.