

**The Filson Historical Society  
Collections Department Registration Form**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Preferred Name/Pronouns:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street/City/State/Country/Postal Code)

**Email Address:** \_\_\_\_\_

**Researcher Affiliation** (school/organization if applicable) \_\_\_\_\_

**Researcher Type** (check one) : Professor \_\_\_\_\_ Student \_\_\_\_\_ Institutional \_\_\_\_\_ Contractor \_\_\_\_\_ General \_\_\_\_\_

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

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**Filson Collections Department Use Rules**

Welcome! To be the best stewards of the collections held at the Filson, we apply the following rules to ensure that these materials are available to you and to future researchers. Please let staff know if you have any questions!

**Personal Materials in the Reading Rooms**

We encourage you to bring loose leaf paper and notes, pencils, laptop computers/tablets, cell phones, cameras, and small wallets into the Collections reading rooms; a staff member will make a copy of your photo ID for institutional purposes.

All coats, hats, bags/purses/briefcases, binders, notepads, notebooks, clipboards, portfolios, folders, and bound items, along with all food and drink, must remain outside of the reading rooms; we have lockers available at no charge for storage. All items are subject to inspection and security checks.

**Retrieving and Handling Materials**

You can request items not on the open library shelves using a call slip; staff will pull all materials in closed stacks. A limited number of manuscripts and photographs may be used at one time (normally two folders or two volumes). Material should be returned to the monitoring station before other material can be received. Please check out at the reference desk to be cleared to leave.

When using foldered collections, please maintain the order of the materials in the folder; do not shuffle or otherwise rearrange the materials. Keep them flat on the table and minimize handling: for example, do not hold them in your hands to read. Be careful to avoid leaning on them, creasing them, or marking them in any way. If something is out of order or missing, please bring it to the staff's attention – we appreciate your help in preserving the items for future generations!

**Duplication and Copyright**

Patrons are encouraged to take digital photographs of materials with handheld cameras. Scanning equipment is not permitted due to preservation concerns. When taking digital photographs, please do not rearrange materials to get a better photograph, and please keep materials flat on the table or on the provided stand/book cradle. Staff can provide weights if needed. **Please note that the Filson does not provide copyright assurances for any material to which it does not hold the copyright.** The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes or later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

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**Duplication, continued**

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Library: Photocopies are self-service; please report your library photocopy tally to a staff member before you leave; payment will be taken at the Filson's front desk. Patrons may take digital images at leisure, but please note copyright restrictions may apply.

Special Collections: Staff will make watermarked photocopies or PDF scans of materials in the Special Collections reading room. A duplication request form must be submitted when ordering copies or scans to ensure that we are creating the correct duplicates for you. Photocopies and staff-made PDF scans are priced as above, with the caveat that an hourly fee will be assessed if over 100 pages are requested. Copies/scans will either be available at the end of the researcher's visit or can be picked up/mailed/emailed later.

**Protected Personally Identifiable Information**

Twentieth and twenty-first century manuscript collections may contain sensitive or confidential information that is protected under federal, state, and/or global privacy laws. This can include Social Security numbers, bank account and credit card numbers, employment records, and medical records of identified living people who did not consent to their information being shared by the Filson.

Filson Collections staff have taken care to identify, temporarily restrict, remove, and/or redact protected personally identifiable information found during archival processing. However, this information may be revealed during use of the collections.

Researchers who find sensitive personal information in any collection should immediately notify a Filson staff member.

With your signature below, you agree not to take notes, reproduce, disclose, or record protected personally identifiable information found within the collections without permission from the appropriate parties. It may be possible for researchers to overcome privacy issues by de-identifying data they wish to publish.

In accessing collections in our repository, you assume all responsibility for infringement of right to privacy or copyright, defamation, or any other legal or regulatory cause of action in your use of the material and agree to indemnify and hold harmless the Filson Historical Society, its agents and employees against all claims, demands, costs, and expenses arising out of use of collections held by the Filson Historical Society.

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**I hereby confirm that I have read the Filson Collections Department Use Rules and will abide by them during all of my visits to the Filson Historical Society.**

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**Patron Signature**

**The Filson Historical Society  
Collections Department Call Slip**

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

Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

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

CALL NUMBER	COLLECTION NAME/BOOK TITLE &AUTHOR	STAFF OUT \ IN	

Patron signature confirming receipt and return of materials: \_\_\_\_\_

Staff Use

Library: \_\_\_\_\_ Rare: \_\_\_\_\_ Manuscript: \_\_\_\_\_ Photo/Print: \_\_\_\_\_ Ephemera: \_\_\_\_\_ Museum: \_\_\_\_\_ Architectural: \_\_\_\_\_

