

**The Filson Historical Society
Collections Department Registration Form & Call Slip**

DATE: _____

Name (print): _____ Email: _____

Address: _____
Street Number City State Zip Code

Subject of Interest: _____

School, Institution or Organization
associated with (if applicable): _____

Professor _____ Student _____ Contractor _____ Institutional _____ General _____

Filson Collections Department Use Rules

All coats, hats, bags, purses, briefcases, binders, notepads, notebooks, clipboards, portfolios, folders and bound items must remain outside of the Collections reading rooms. There are lockers available at no charge for storing such items.

ONLY LOOSE LEAF PAPER, PENCIL, LAPTOP COMPUTERS/TABLETS, CELL PHONES, and CAMERAS ARE PERMITTED IN THE READING ROOMS. Such items are subject to inspection upon leaving.

THIS FORM MUST BE FILLED OUT COMPLETELY AND LEGIBLY BEFORE ANY MATERIAL WILL BE PULLED. CALL NUMBERS AND TITLES ARE TO BE LISTED ON THE BACK OF THIS SHEET AND MUST BE FILLED OUT COMPLETELY AND LEGIBLY BEFORE ANY MATERIALS WILL BE RETRIEVED.

Photo identification with address must be presented to reference staff and will be copied for institution files; please let us know if you are listing a different address on this form, as the information will be verified as necessary before the ID is returned to the researcher.

Photocopies are \$0.25 per page for letter or legal sized; oversized pages are \$0.50. In the library reading room, photocopies are self-service and digital photographs may be taken without charge. Please report your photocopy tally to a staff member before you leave for payment. Please see below for Special Collections reading room information.

The researcher is responsible for acquiring any necessary permissions regarding copyright. Use privileges may be revoked for violation of the rules. The Filson has the right to perform security checks on patrons.

Additional Special Collections Reading Room Rules

A limited number of manuscripts and photographs may be used at one time (normally two folders or two volumes), the amount is up to the discretion of the staff servicing the collection. Material must be returned to the monitoring station in good order before other material can be received. Researchers must check out at the reference desk to make any payments and be cleared to leave.

When using collection, please maintain the order of the material used. Do not shuffle or otherwise rearrange the order of the manuscripts and photographs. Keep them flat on the table. DO NOT lean on them or hold them in your hands to read. DO NOT touch them more than necessary. If something is out of order or missing bring it to the staff's attention.

Staff will inform you about procedures regarding photocopies and digital photography of collections materials. A photocopy request form must be submitted when ordering copies or taking your own digital photographs. Items listed will be approved and, in the case of photocopies, copied by appropriate staff. Photocopies are priced as above. There is a \$5.00 flat rate assessed to take digital images of Special Collections materials with a personal camera. Copies and digital photographs will be identified as being from The Filson's collection. Copies will either be available at the end of the researcher's visit or can be picked up or mailed later. ALL COPIES/PHOTOS/TRANSCRIPTIONS ARE TO REMAIN IN THE EXCLUSIVE POSSESSION OF THE RESEARCHER.

Proper bibliographic and footnote credit is required. Permission to use quotes from manuscripts must be obtained from the Curator of Collections. For permission to reproduce images of collections material, please contact the Curator of Photographs and Prints.

I hereby confirm that I have read the above rules and the "Using the Collections" guidelines and will abide by them.

Patron Signature

Staff Use

ID _____ Library: _____ Manuscript: _____ Rare: _____ Photo/Print: _____ Ephemera: _____ Museum: _____

