

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

DATE: _____

Name (print): _____ Email: _____

Address: _____
Street Number City State Zip Code

Research Topic: _____

Affiliation (school/organization if applicable) _____

Professor _____ Student _____ Contractor _____ Institutional _____ General _____

Filson Collections Department Use Rules

Please complete this form legibly in order that we can best serve you by pulling the correct materials.

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 storage. Items permitted in the reading rooms include small wallets, loose leaf paper and notes, pencils, laptop computers/tablets, cell phones, cameras, and jackets/sweaters/hats that are being worn. All items are subject to inspection and security checks.

Photocopies are \$0.25 per page for letter or legal sized; oversized pages are \$0.50. Digital photographs may be taken without charge. In the library reading room, photocopies are self-service. Please report your photocopy tally to a staff member before you leave; payment will be taken at the Filson's front desk.

Additional Special Collections Reading Room Rules

When using the Special Collections reading room, photo identification with address must be presented to reference staff and will be copied for institution file. Please let us know if you are listing a different address on this form. A limited number of manuscripts and photographs may be used at one time (normally two folders or two volumes, but the amount is up to the discretion of the staff servicing the collection). Material must be returned to the monitoring station before other material can be received. Researchers must check out at the reference desk and be cleared to leave. Payment for copies will be taken at the Filson's front desk.

When using 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.

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, and an identification strip must be placed in the shot for digital photographs. Items listed will be approved and, in the case of photocopies, copied by appropriate staff. Photocopies are priced as above; with the caveat that an hourly fee will be assessed if over 100 copies are requested. Copies will either be available at the end of the researcher's visit or can be picked up or mailed later. Copies and digital photographs will be identified as being from The Filson's collection. **ALL COPIES/PHOTOS ARE TO REMAIN IN THE EXCLUSIVE POSSESSION OF THE RESEARCHER.**

Proper bibliographic and footnote credit is required. Permission quote from manuscripts must be obtained from the Curator of Collections – email research@filsonhistorical.org. For permission to reproduce images of collections material, please contact the Curator of Photographs and Prints at images@filsonhistorical.org.

I hereby confirm that I have read the Filson Collections Department Use Rules and will abide by them.

Patron Signature

Staff Use

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

