

## Rare Materials Use Form

### Use of Rare Materials

Rare materials include books, periodicals, atlases, maps, and photographs. Please remember that these items are unique and fragile. Many are subject to abrasion. This is one of the few collections of its kind and its continued existence depends on the care it is given. Because of this, the stacks are closed to researchers. The materials in these collections are available for research use in the Reading Room, subject to the following rules:

### Procedure

1. Patrons must store all of their belongings in the lockers provided. No briefcases, backpacks, jackets, purses or bags will be allowed in the Rare Materials Reading Room. AGSL will provide patrons with paper and pencil, if necessary.
2. Patrons will be asked to provide a valid photo ID before using rare materials. The ID will be held by the AGSL while the patron uses the materials, and photocopies of the ID and request forms will be kept on file.
3. Items from the Rare Materials Room must be requested using a **Rare Materials Use Form**.
4. The Rare Materials Room is closed to patrons; an AGSL staff member will retrieve requested items.
5. Rare materials do not circulate.
6. A copier is located in the AGSL. Permission must be given by a staff member before photocopying any item. Photography or scanning is also permitted with the approval of a librarian. Please inform a librarian if you intend to reproduce images for publication. It is the responsibility of the researcher to seek permission from the copyright holder, if applicable, to reproduce for publication.
7. The use of certain materials may be restricted by copyright or by the donor.
8. In the interest of preservation, the AGSL reserves the right to restrict use of items which are fragile or extremely valuable.
9. Rare materials must be returned by the patron to a staff member by 4:15 pm to allow time for the staff to examine and return items.

### Rules for handling the collection

Failure to abide by these regulations could result in the withdrawal of user privileges and/or other approved sanctions.

1. Please handle all materials carefully, as demonstrated to you by a staff member.
2. Wear gloves provided by AGSL staff when handling the materials.
3. Keep items flat on the table surface. Avoid leaning on or over them.
4. Maintain an orderly arrangement of the materials.
5. Do not use fluid ink or ball point pens. Use only pencil and paper.
6. Keep note pads on the table surface. Do not trace maps or any other materials from the Rare Materials Room.

**I have read the rules above governing the use of materials in the AGSL Rare Materials Room and agree to abide by them.**

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

In addition, please fill out the reverse side of this form. A patron must provide all of the requested information before a request can be filled.

## Rare Materials Use Form

### Patron information (please print)

**Note:** A patron must provide all of the requested information before a request can be filled.

Name: \_\_\_\_\_

Permanent (Home) address: \_\_\_\_\_

Local address (if different): \_\_\_\_\_

Identification: \_\_\_\_\_

Institution or organization with which you are associated: \_\_\_\_\_

Faculty/Staff  Graduate Student  Undergraduate  Other: \_\_\_\_\_

Subject of your study (Optional): \_\_\_\_\_

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### Staff Use only

retrieved: _____	Initials	<b>Material Requested</b>	
	Time		
	Date		
	Material type: <input type="checkbox"/> Book <input type="checkbox"/> Periodical <input type="checkbox"/> Atlas <input type="checkbox"/> Map <input type="checkbox"/> Photograph <input type="checkbox"/> Other: _____		
	Author: _____		
	Title: _____		
returned: _____	Initials	Publisher: _____	
	Time		Place of publication: _____ Publication date: _____
	Date		Call number: _____
	Material type: <input type="checkbox"/> Book <input type="checkbox"/> Periodical <input type="checkbox"/> Atlas <input type="checkbox"/> Map <input type="checkbox"/> Photograph <input type="checkbox"/> Other: _____		
	Author: _____		
	Title: _____		

retrieved: _____	Initials	<b>Material Requested</b>	
	Time		
	Date		
	Material type: <input type="checkbox"/> Book <input type="checkbox"/> Periodical <input type="checkbox"/> Atlas <input type="checkbox"/> Map <input type="checkbox"/> Photograph <input type="checkbox"/> Other: _____		
	Author: _____		
	Title: _____		
returned: _____	Initials	Publisher: _____	
	Time		Place of publication: _____ Publication date: _____
	Date		Call number: _____
	Material type: <input type="checkbox"/> Book <input type="checkbox"/> Periodical <input type="checkbox"/> Atlas <input type="checkbox"/> Map <input type="checkbox"/> Photograph <input type="checkbox"/> Other: _____		
	Author: _____		
	Title: _____		