



SPECIAL COLLECTIONS AND ARCHIVES

RESEARCH AGREEMENT FORM

All researchers using the resources of the University of North Georgia Special Collections and Archives must complete this form. Please print clearly. Upon completion, return this form to staff with a photo id.

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City, State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

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Institutional Affiliation (if any) \_\_\_\_\_

Academic Status (if any):

- Undergraduate student, Graduate student, Faculty/Staff, Alumni, Visiting Researcher

How did you learn about our holdings? \_\_\_\_\_

Subject of Research: \_\_\_\_\_

Purpose of Research: \_\_\_\_\_

Research Director/Instructor (if any): \_\_\_\_\_

Publication Plans (if any): \_\_\_\_\_

For Staff Use Only:

ID: \_\_\_\_\_ Signature: \_\_\_\_\_ Staff member: \_\_\_\_\_

## RESEARCH AGREEMENT FORM (Continued)

*Please read the following rules and regulations and sign the agreement at the end of this form.*

1. No food or beverages (including water bottles) are allowed near the materials.
2. No pens are allowed. Complimentary pencils are available from staff.
3. No bags, purses, laptop cases, backpacks, briefcases, etc. are allowed when conducting research.
4. Return all items to the Special Collections and Archives staff member on duty.
5. Please keep the documents and/or materials flat on the table and do not place any items on top of the research materials.
6. It is crucial that items, both folders and individual documents, remain in their original filing order. Please bring any misfiled items to the attention of the Special Collections and Archives staff, but **do not re-file these items on your own.**
7. Copies are made for research and reference only. The Special Collections and Archives 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.
8. The Special Collections and Archives 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.**
9. Permission to publish, broadcast, exhibit, etc., requires the completion of a permission to publish form. Please see Special Collections and Archives staff to obtain a copy of this form.
10. Materials (including manuscripts, sound recordings, photographs, moving image materials, and artifacts) housed in the UNG Special Collections and Archives may be protected under copyright law (Title 17, U.S.C.).
11. A Special Collections and Archives staff member may examine any items (notes, note cards, laptops, tablets, etc.) you bring in or out of the research room.
12. Please cite the materials as: **Item, Collection title, Special Collections and Archives, Campus, University of North Georgia.**

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 University of North Georgia Special Collections and Archives.

**Print name:** \_\_\_\_\_

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