

THE RHODE ISLAND HISTORICAL SOCIETY LIBRARY

I hereby apply to use the research facilities of the Rhode Island Historical Society Library.

(please print clearly)

<i>Staff Use Only</i>	_____ in ledger _____ on
list	
State:	
ID#:	First Visit to the Library?

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Are you a student? _____
If yes, what school? _____
Are you here on business? _____
If yes, what company/organization? _____

Are you a RIHS member? Yes _____ No _____

I would like to receive emails about RIHS events. Yes _____ No _____

The staff will page Item Requests for material not held in the Reading Room on the following schedule:

- 10:30 a.m.
- 11:30 a.m.
- 2:00 p.m.
- 3:00 p.m.
- 4:00 p.m. (Books only)**

WARNING OF COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code.) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish photocopies or other reproductions. One of the specified conditions is that a photocopy may not be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for a purpose in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a photocopy request, if in its judgment fulfillment of the request would involve violations of copyright law or require reproduction of a major part of a collection.

I, the undersigned, acknowledge the notice that I am not exempt from liability to any copyright proprietor for any copyright infringement under copyright law. I assume all responsibility in connection with any copyright. I further understand I must receive written permission from the Rhode Island Historical Society to deposit copied items in another repository or to publish any collection materials, and that credit must be given to the Rhode Island Historical Society for their use.

Signature: _____ Date: _____

(See Reverse Side)

LIBRARY USE POLICY

We are pleased to share our artifacts with historians, educators, students, and other researchers. The preservation and security of the collection are our highest priorities. Please help us preserve our collections for future generations by kindly following the procedures and policies stated below. Thank you.

GENERAL

- Show your library card daily.
- **Pencils only.** We have a supply if you need one. *Pens, felt-tip markers, and color pencil will cause permanent damage to the artifact, and unfortunately, accidents can happen.*
- Place all purses, bags, cases, envelopes, etc. in a locker.
- Hang all coats/jackets/bulky sweaters & sweatshirts in the lobby.
- Turn off your cell phone. Cell phone use is limited to the lobby area.
- No food or drink in the library.
- Please do not bring any books, original manuscripts or photographs into the library.
- One hour limit for microfilm readers/printers and public access computers when others are waiting.
- All paged items must be returned to the Item Request & Returns desk.
- Maintaining the original order of the collection is essential to our ability to retrieve artifacts. Please examine one folder at a time and keep materials in order.
- Please refrain from applying pressure when viewing manuscripts and graphics collections, including note taking on the surface of the materials.
- Tracing is strictly prohibited.
- Staff may request that you wear white cotton gloves to limit deterioration of original materials. Gloves will be provided.
- Please do not shelve reading room materials. Please carefully place materials on the provided carts around the room.

X_____ **Please initial here indicating you have read the policies listed above**

PHOTOCOPYING

- All materials must be examined by a staff member before photocopying. Materials will be approved based on age and condition. Some materials may be copied by staff members only. Staff members cannot promise to complete more than 5 pages of photocopying per researcher per day.
- Cameras may be used for research purposes only, and ONLY after purchase of a daily camera pass. See RIHS staff for details.
- Scanners are strictly prohibited.

X_____ **Please initial here indicating you have read the policies listed above**

Readers must leave all coats, ALL BAGS of any type, and other personal property in the secure lockers provided in the lobby. Personal computers are permitted; computer bags must be placed in a locker. All papers, binders, folders or any other materials, including personal effects, must be presented for inspection to a staff member before a reader may remove them from the Reading Room. Upon sufficient grounds, a reader may be detained and searched under the provisions of the General Laws of Rhode Island, Title 11, Chapter 14.1.

I have read and initialed the above policies and agree to abide to the conditions therein. Any violation may result in removal from the library and revocation of my library privileges.

Signature: _____ Date: _____