BALDWIN COUNTY DEPARTMENT OF ARCHIVES AND HISTORY Research Request Form



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		(City)	(State)	(Zip)
Intended Use:				
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Thesis/Dissertation				
Book	_			
Publication	-			
Genealogy	_			
Exhibit				
Film/Video				
Other Use (Please Specif	y)			
Subject of research:				

Please read the Rules for Use below and sign the document. By signing, you agree to abide to all policies and procedures regarding access and use of Special Collections materials. Patrons who cannot follow these rules or who mishandle any of the special collections material may be denied access to holdings.

- All researchers must register by reading and signing this form before using any materials.
- Permission to examine departmental holding is granted for reference purposes only. Permission to reproduce, publish, exhibit, broadcast, or electronically disseminate the materials must be obtained by separate agreement(s) with the BCDAH.
- Materials are non-circulating and must remain in the research/viewing room.
- Lockers are provided for personal items such as coats, briefcases, bags, purses, backpacks, newspapers, large notebooks and any other bulky items. Food and beverages are not allowed in the research/viewing room.
- Researchers may take notes with paper and pencil or a laptop computer. The use of pens, hi-lighters, and markers is prohibited.
- Cellular phones and pagers must be placed in the off position in the research/viewing room.

- Use of digital cameras and scanners must be approved and monitored by the BCDAH staff.
- Staff members will retrieve all archival materials.
- Use care when viewing materials. Turn pages carefully, do not mark, deface, alter, fold, or trace on material. Gloves may be required at staff's discretion. If you receive a book with unopened pages, please bring it to the attention of staff.
- Should a researcher discover errors in arrangement or description, he/she should call this to the attention of the BCDAH staff. Researchers <u>should not</u> rearrange or in any way alter papers' order or descriptions.
- Researchers will ordinarily be given 3-5 folders or items at a time.
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- Researchers must return all material to Staff before leaving the Research/viewing room.

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Signature of Researcher

Date

Staff initials:

Date: