

OSU TULSA LIBRARY SPECIAL COLLECTIONS AND ARCHIVES

Reader's Archive Application Form

Policies and Procedures Governing the Use of Manuscript and Archival Materials

- ___ The **Reader** must present either a valid OSU Identification Card, a valid Driver's License, or another acceptable form of ID.
- ___ The **Reader** must read and sign this Form below consenting to abide by the rules and regulations established for using archival materials before any material can be retrieved from the Archives Room.
- ___ The **Reader** will fill out the Request for Materials section of the Form on the reverse.
- ___ Only a Reference Librarian will be allowed to retrieve archival materials. The Reference Librarian will fill out the Materials Used section of the Form on the reverse. The Reference Librarian on duty will be responsible for reshelving archival materials.
- ___ All book bags, brief cases, purses, and other personal belongings will be locked away in a secure room (Test Closet) or a locker (in the Reserves room) while the reader is using archival materials.
- ___ The **Reader** is required to sit in full view of a library staff member at all times while using archival materials. The reader will be seated at an available table behind the Reference Desk.
- ___ The **Reader** must surrender all archival materials to the Reference Librarian on duty at the Reference Desk if they need to leave the table for any reason.
- ___ Only one document box can be used at a time.
- ___ Only a pencil and paper or a laptop computer can be used for taking notes. Personal cameras, smart phones, scanning equipment, and tape recorders cannot be used on archival materials.
- ___ White gloves are not required to be used when handling archival materials, however we request the Reader handle materials with clean hands – please wash hands prior to use of materials to remove lotions, hand sanitizers, etc.
- ___ See the document "Policies and Procedures for Photocopying and Reproducing Archival Material" for information concerning requests for this service.
- ___ No food or drink is allowed.
- ___ The **Reader's** personal belongings will be returned when all documents have been returned to the Reference Librarian.
- ___ The Reference Librarian will review the archival material returned. He/she will complete and sign the Materials Used section of the Form on the reverse. The Reference Librarian will reshelve the material or place the materials on a cart in Archives for later reshelving.

Please direct any questions you have about archival policies and procedures to Sheena Perez at (918) 594-8134, sheena.perez@okstate.edu

Name of Reader _____

I agree to abide by the Policies and Regulations governing the use of manuscript and archival materials stated above.

I agree to publish no portion of this material without the written permission of the writer, heirs or assignees, and Oklahoma State University. I also assume sole responsibility for any infringement of the literary rights, copyrights, or other rights pertaining to this material.

Signature (Please Print) _____ **Date** _____

See Reverse for Request for Materials

Record of Use

Date of Use _____

Some, but not all of the materials housed in the Archives Room are cataloged and listed in the online catalog.

All Finding Aids for the Manuscript Collections are available electronically on the Library webpage under Special Collections and Archives.

Request for Materials

1. _____
2. _____
3. _____
4. _____
5. _____

Materials Used (Internal Use Only)

Request	Box Number	Number of Folders	Other Identification	Retrieved By	Returned By
1.					
2.					
3.					
4.					
5.					

The Form should be returned to Sheena Perez.

See Reverse for Policies and Procedures

Last revision 3/30/2018