

**Purdue University Libraries
Virginia Kelly Karnes Archives & Special Collections Research Center**

Researcher Registration

Print Last name First name Middle initial

Permanent Address (Street, City, State, ZIP code)

Driver's License # or PUID Phone Number

Research Topic/Collections Used

Affiliation: Purdue Student Purdue Faculty/Staff Purdue Alumnus
Non-Purdue Faculty/Staff Non-Purdue Student Public

Rules for Researchers

- All researchers must register with staff and present a photo ID
- Researchers under age 15 must be accompanied by an adult
- Personal belongings (coats, books, briefcases, purses, and other items) must be stored in lockers
- Researchers are allowed to bring laptop computers, cameras, and phones into the reading room
- Cell phones must be set to silent mode
- No pens or markers are allowed in the reading room
- Pencils will be provided for taking notes
- Please protect our collections by consuming food and beverages outside of the archives
- Please handle collections with care. Do not lean on, fold, or adhere items to collections.
- Always maintain the order of items; please do not remove items from their locations in folders
- Researchers are limited to use of one box or folder of materials at a time
- Researchers are subject to search before departure
- For copying, photography, or scanning needs, please consult the reference archivist.
- For information on publishing or citing materials, please consult the reference archivist.

I have read the rules and regulations stated above and by my signature indicate that I agree to abide by them.

(Signature of Researcher)

(Date)