University of Idaho Library
Special Collections & Archives
Collection Request Form

Researcher: ___________________________________________ Date: ____________________

Address: ___________________________________________________________________________

Email Address: __________________________________________________ Phone: ___________________

☐ UI Undergraduate student ☐ UI Graduate student ☐ UI Faculty ☐ UI Staff
☐ Non-UI undergrad ☐ Non-UI grad ☐ Non-UI Faculty ☐ Private researcher

Protocols for using Special Collections & Archives materials:
• Eating, drinking, and smoking are prohibited.
• Backpacks, coats, and other personal articles are not to be kept at the research tables. Storage space is available on shelves near the reference desk and on the coat-rack.
• Keyboard devices and pencils are permitted. Pens are not because of the possibility of inadvertent damage.
• Materials must be handled with extreme care to ensure their preservation. Turn pages carefully, make no marks on the materials, rest no books or other objects on the face or surface of items used, and preserve the existing order and arrangement of all unbound materials. Notify a staff member if material is found out of order.
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Signature ____________________________________________

Items Requested:
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