

Special Collections & Archives/International Jazz Collections University of Idaho Library

Collection Request Form

Researcher: _____ Date: _____

Address: _____

Undergrad Student Grad Student Faculty Staff Private Researcher Other

Combined Reading Room rules: Because of the “special” nature of the primary resources located in this department, the following user guidelines are provided. If you have questions, please ask for assistance.

- All researchers will sign-in on the Daily Register for each day’s use of the Combined Reading Room.
- Researchers will request materials from staff using a complete call number or other item identification on the Collection Request Form for Special Collections & Archives and International Jazz Collections items.
- During the posted days and hours of use, materials will be used in the Combined Reading Room under staff supervision at the tables provided.
- 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 behind the reference desk or on the coat-rack, to be used at researcher’s own risk.
- Keyboard devices and pencils are permitted. Pens are prohibited while using collections materials because of the possibility of inadvertent damage.
- Materials must be handled with extreme care to ensure their preservation for future generations. 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 to be out of order.
- The Combined Reading Room is reserved for the use of collections materials. It is *not* a general study area.
- Courtesy requires that cell phones or other disruptive devices be set to quiet mode.
- A photocopier is available for public use within federal copyright laws and when such copying will not harm or threaten to harm collections materials. Other duplication may be arranged with staff.
- Before leaving, return materials to the staff. As a security measure, the department reserves the right to inspect all research materials and personal articles.

I agree to abide by the above Combined Reading Room rules for the use of publications, manuscripts, archives, visual images, audio recordings, and artifacts, in any and all formats.

Signature _____

Items Requested:
