

Special Collections
Albin O. Kuhn Library & Gallery
University of Maryland, Baltimore County

Patron Registration Form

NAME _____ DATE ____/____/____

PHONE (____) ____-____ EMAIL _____

PERMANENT ADDRESS _____

LOCAL ADDRESS _____

(if different from permanent)

PATRON DESCRIPTION: (please check one)

Undergraduate Graduate Faculty Staff Other

PHOTO IDENTIFICATION (to be filled out by staff member)		
Student/ Faculty ID : _____		
or	University	Identification Number
Other: _____		
_____	_____	_____
Type	Number	Expiration Date

RULES

Due to the nature of Special Collections materials we require that researchers observe the following rules. Failure to do so may result in suspension of user privileges:

1. All researchers must sign in and show proper ID.
2. All coats, bags, purses (personal belongings not required for research) must be left in the locker area. Free lockers are available, please ask staff member for a token.
3. Special Collections materials are to be used only in the Reading Room under the supervision of department staff.
4. Special Collections is not a browsing area. Please request materials from a staff member and fill out a request slip.
5. Pens are prohibited in the reading room. Only pencils, notebooks, and laptop computers may be used to take notes.
6. Food, drinks, and chewing gum are not allowed in the Reading Room. Please silence your phone.
7. All materials must be handled with extreme care. Materials may not be leaned on, written on, folded, traced from, or handled in any way likely to damage them.
8. The use of gloves is required when handling photographic material and when requested by staff.
9. The patron is responsible for adhering to all copyright laws.

By signing this form, the patron acknowledges responsibility for observing the above rules.

Signature _____ Date _____ Staff _____