

SPECIAL COLLECTIONS RESEARCH APPLICATION

Name _____ Date _____

Address _____ Phone () _____

E-mail Address _____ Fax () _____

ID # _____ UCSB _____ Other Institution _____

Undergrad _____ Grad _____ Faculty _____ Staff _____ Department _____

Class Project _____ M.A./Ph.D. _____ Publication _____ Other _____ Visitor _____

RULES GOVERNING THE USE OF SPECIAL COLLECTIONS MATERIALS

1. Researchers must fill out and sign an **application form** and must present acceptable **identification** (drivers license, faculty/student ID, passport, etc.) before viewing materials.
2. All materials are kept in **closed stacks** and will be paged for you by staff. There are no browsing privileges. After use, materials must be returned to staff to be reviewed and checked back in.
3. All **personal belongings** – **backpacks**, briefcases, handbags, **cell phones**, tape recorders, scanners, cameras, etc. – must be placed in the **lockers** provided in the lobby. Coats should be left on the coat stand in the lobby. Laptop computers are permitted, upon inspection by staff.
4. Only **pencils** may be used in the reading room. No pens, highlighters, markers, or other writing instruments.
5. All material must be used in the **reading room** and may **not** be taken from the Department. Patrons may use up to five cataloged items or one manuscript box at one time.
6. **No food or beverages**, including water, are allowed in the reading room or the seminar room.
7. The researcher is responsible for the **careful handling** of all material. Please keep all papers in their original order. Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any way that may damage them.
8. **Photocopying** is decided on an item-by-item basis and is done by staff **as time permits**. Copy cards are required, and may be purchased from the Copy Services office on the second floor. Permission to photocopy **does not** constitute permission to publish. **No more than 10% of any printed item will be copied.** Additional restrictions may apply to some materials, based upon copyright law and prior donor agreements.

No more than 10% or 200 pages, whichever is less, will be copied from any manuscript collection.
Additional restrictions may apply to some materials, based upon copyright law and prior donor agreements.

I have read and agree to abide by the rules given above for the use of material in the Department of Special Collections, Donald C. Davidson Library, University of California Santa Barbara.

Signed _____ Date _____

<u>Collection</u>	<u>Box Number / Call Number / Brief Title</u>	<u>Loaned</u>	<u>Returned</u>	<u>Date</u>
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_____	_____	_____	_____	_____
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