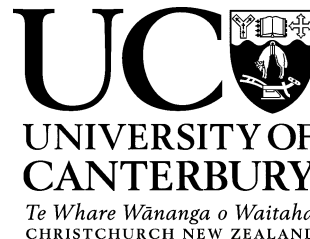


# Archives Reader Registration Form



This form needs to be filled out upon your initial request for archives. Your registration will be current for two years from the date of submission. After this time you may need to re-register.

Privacy Statement: The Macmillan Brown Library will keep your registration and borrower information permanently for essential archives administrative purposes. We will not disclose this information to third parties without your express permission.

To complete your registration will need to present either:

- 1) Your Canterbury Card
- 2) A photo ID or two forms of non-photo ID

## Contact Details

**Name:** .....

**Address:** .....

**Phone:** .....

**Fax:** .....

**E-mail:** .....

## Reader Category (please tick in the box next to the group(s) with which you most closely identify)

<b>Undergraduate</b>	<input type="checkbox"/>	<b>Genealogist</b>	<input type="checkbox"/>
<b>Postgraduate</b>	<input type="checkbox"/>	<b>Commercial user</b>	<input type="checkbox"/>
<b>Professional Academic</b>	<input type="checkbox"/>	<b>Museum/Gallery/Archive staff</b>	<input type="checkbox"/>
<b>Library Staff</b>	<input type="checkbox"/>	<b>Donor</b>	<input type="checkbox"/>
<b>Registry Staff</b>	<input type="checkbox"/>	<b>Out of town user</b>	<input type="checkbox"/>

**Other** (please specify) .....

## Research Interests (please specify)

.....

.....

**I agree to abide by the MB Library archives conditions of use:**

**Signature:** .....

**Date:** .....

### Library Use Only

<b>CU Card No.</b> (no ID required)	<b>ID #1</b> (required if external user)	<b>ID #2</b> (required if ID #1 non-photo)
	<b>Type:</b> .....	<b>Type:</b> .....
	<b>Details:</b> .....	<b>Details:</b> .....
<b>Reader No.</b>	<b>Expiry Date</b>	<b>Staff Member</b>

# Archives Conditions of Use



The conditions that you must meet in order to access the archives collections are listed below. We suggest that you refer to this document each time that you use the archives.

## Access Conditions

- Archives can only be viewed within the designated area of the MB Library reading room.
- Users are required to adhere to all access restrictions attached to collections or individual items and follow the instructions of MB Library staff.

## Handling Requirements

*Poor handling techniques are the most common cause of damage to archives. These simple rules are intended to help keep our archives safe. If you have any questions please see the Archivist.*

- MB staff will inform you if special care is required when viewing archives (such as the use of gloves).
- To remove an archive from a box, lift off any items on top one by one until you reach the item you want. Remove it from the box and replace the other items one by one in original order.
- Large plans and maps should be transported flat.
- Individual sheets must be picked up carefully by the edges, taking hold of the top right or left hand corner and raising the document up. Support the document underneath with one hand.
- Slowly turn pages do not flick them. Turn from lower right or upper right corner.
- Always carry a box/volume flat with both hands.
- Ensure your hands are clean - do not lick your fingers!
- Do not use pens around an archive. Only a soft pencil should be used.
- Do not use sticky labels to mark an archive. The adhesive can damage the paper.

## Photocopying and Reproduction

- Users need to obtain permission from the Archivist before photocopying or reproducing archival material for private reference use.
- Additional permission needs to be obtained from the Archivist before publication or display of archival material.
- Permission to reproduce covers only the specific occasion detailed in the application. Any additional use requires a new application.
- Acknowledgement to the Macmillan Brown Library, and proper citation, must accompany the reproduction of Macmillan Brown Library archival material
- All copies must be stamped with the Macmillan Brown Library stamp.
- The Macmillan Brown Library reserves the right to refuse an application for reproduction for any reason including, but not limited to, conservation, privacy or legal grounds.

## Privacy

- Researchers are not permitted to identify living individuals, their medical status or personal circumstances from information contained in archival material held in the Macmillan Brown Library in any published work, unless permission to this effect has been granted by the individual(s) concerned (permission by the Donor/Creator of the material is not sufficient for this purpose).
- It is the researcher's responsibility to obtain permission from individuals to identify personal information about them in their published work.