



Millikin University Archives  
Staley Library

**User Registration Form**

The Millikin University Archives and Special Collections are open without fee to students, faculty and staff of Millikin University, and members of the public, for non-circulating use only. Access to certain collections may be restricted. Your registration on this form will help us to protect the historical materials and will enable us to evaluate the usefulness of the Millikin University Archives' holdings.

NAME \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Surname First Middle month day year

**USER DESCRIPTION:**

- MU Faculty—Department \_\_\_\_\_
- MU Staff—Office/Dept. \_\_\_\_\_
- MU Student—Major \_\_\_\_\_
- MU Alumni—Class Yr/Yrs attended \_\_\_\_\_
- Other Academic Institution \_\_\_\_\_ ( )Fac ( ) Staff ( ) Student
- General Public \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_  
Street/ P.O. Box City State Zip Code

LOCAL ADDRESS \_\_\_\_\_  
(If different from above) Street/P.O. Box City Local Phone Number

E-MAIL ADDRESS \_\_\_\_\_

PHOTO ID \_\_\_\_\_ ( ) ( ) (\_\_\_\_\_) \_\_\_\_/\_\_\_\_  
Number MU ID Driver's License Other; specify Exp. Date

**NATURE OF RESEARCH:**

- Research Paper \_\_\_\_\_  
Proposed Topic Department Course Number
- Publication \_\_\_\_\_  
Proposed Topic Name of Publication
- Administrative \_\_\_\_\_  
Subject Office or Department
- Other (Please Specify) \_\_\_\_\_  
Subject

May we inform another user studying a similar topic that you are researching this topic ( ) Yes ( ) No

**GUIDELINES FOR USING THE MATERIALS** ("the records") at the Archives:

1. All users must register (this form), showing positive current photo identification and signing the user log daily.
2. Due to preservation concerns, food, drink, and smoking are not permitted in the research area.
3. Keep the records in their present arrangement; loose pages will stay in order if turned like pages in a book.
4. Please use only one folder of materials at a time.
5. To preserve the originals for future use, please make no marks or erasures or other changes to the records.
6. Due to the risk of inadvertent damage to the documents, use of ink is prohibited; please take notes on your own separate paper in pencil, or on your own laptop computer.
7. Photocopying is permitted, if it is in accordance with donor agreements and copyright restrictions, unless the item is fragile, exceptionally valuable, or too large. When allowed, it is limited to single copies for the user's reference use only. Ask research room attendant for assistance.

8. These materials are provided for reference use only. The user agrees to publish no portion of them without the written permission of the Millikin University Archives, and the user assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials.
9. All records in the Millikin University Archives do not circulate; they must remain at the Archives.
10. Theft, destruction, or mutilation of the materials is a crime.
11. The user agrees to give the Archives a complimentary copy of any publication relying heavily on its collections.
12. Acknowledgement should follow this format: identification of item, name of collection, Millikin University Archives, Millikin University.
13. The user must read and sign this form before using the records. By signing this form, the user acknowledges responsibility to observe the above guidelines.
14. The Millikin University Archives wishes to provide its collections for use in every way consistent with good scholarship, productive research, and archival preservation. Your comments and suggestions are welcome.

Signature of User \_\_\_\_\_ Date \_\_\_\_\_

(THIS SIDE IS FOR STAFF USE ONLY)

User \_\_\_\_\_ Personal Visit ( ) Letter ( ) Telephone ( )  
 Date(s) other side updated: \_\_\_\_\_

**SOURCES USED:**

| Shelf Location | Collection/Record Group | Items | Staff | Date |
|----------------|-------------------------|-------|-------|------|
|----------------|-------------------------|-------|-------|------|

**DOCUMENTS COPIED:**

| Shelf Location | Collection/Record Group | Items | Staff | Date |
|----------------|-------------------------|-------|-------|------|
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**PHOTOGRAPHS COPIED:**

| Shelf Location | Collection/Record Group | Items | Staff | Date |
|----------------|-------------------------|-------|-------|------|
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