



UNIVERSITY LIBRARIES
MISSISSIPPI STATE UNIVERSITY

Congressional and Political Research Center
University Archives / Ulysses S. Grant Association
Special Collections Researcher Application

(Photo Identification is Required)

Use for: CPRC _____ UA _____ USGA _____

Name: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Institution Affiliation: _____

<u>Status (check one):</u>	<input type="checkbox"/> Undergrad Student	<u>Purpose of Research:</u>	<input type="checkbox"/> Class Assignment
	<input type="checkbox"/> Graduate Student		<input type="checkbox"/> Master's Thesis
	<input type="checkbox"/> MSU Professor		<input type="checkbox"/> Dissertation
	<input type="checkbox"/> Visiting Researcher		<input type="checkbox"/> Book / Article
	<input type="checkbox"/> Other		<input type="checkbox"/> Local History

Subject of Research (optional): _____

Staff Use Only: Type of Photo ID presented: _____
 Identification Number: _____

*Personal identification numbers are collected for the purpose of maintaining the security of the collections **ONLY** and are maintained in non-electronic format in secure files. We **DO NOT** accept social security numbers for identification purposes.

Please read and sign back of form before turning in to Research Center personnel.



Mitchell Memorial Library Architecture Branch Library College of Veterinary Medicine Branch Library
P.O. Box 5408, Mississippi State, MS 39762-5408 (662) 325-3061 Fax (662) 325-4263

MSU is an equal opportunity institution.

**Congressional and Political Research Center
University Archives /Ulysses S. Grant Association
Special Collections Regulations for Use and Research**

Permission to use materials in the Congressional and Political Research Center / University Archives Center / Ulysses S. Grant Association collection is granted to all qualified researchers who have completed a researcher registration form and provided a photo ID. On all subsequent visits, all patrons must show ID and sign the Research Center Visitors register.

Access to collections is limited to materials that are open for public and research use. Please check with a Research Center staff member for information on specific collections. All materials open for public use can only be viewed in the Research Center reading room.

Researchers may use pencils and paper or a computer for taking notes and under **NO** circumstances are pens or any other writing tools except for pencils allowed in the research room. If you do not have a pencil with you one will be provided to you. Recording devices may also be used, provided that such use does not disturb other researches and provided that suitable space is available.

All food (including gum chewing) or drinks or tobacco of any kind is prohibited in the Research center. Also, the use of cellular phones is prohibited inside the Research Center reading room.

All bags, books, coats, or other personal property except the above listed materials necessary for research should be placed in a self-service locker provided. Please be advised all personal belongings taken out of the Research Center reading room can be subject to being checked prior to the researcher's departure.

Researchers may request collections by completing a call slip and submitting it to a Research Center staff member, all materials will be pulled by a Research Center staff member.

The researcher accepts responsibility for careful handling of all materials as follows:

- Materials must not be written on, altered, leaned on, folded anew, traced, or weighted.
- Remove only one folder at a time from the box in use and use the "OUT" card provided for marking the place of the removed folder.
- Gloves will be issued to patrons handling photographs or other fragile materials.
- Any disarrangement, missing, or damaged materials should be reported immediately.

All photocopying must be done by Research Center staff and decisions about photocopying will be made on a case-by-case basis. The Research Center attendant will provide flags and clips for marking materials to be copied and will give instructions appropriate for the collection in use.

The researcher should be aware that copyright regulations apply to all materials held in the Congressional and Political Research Center and in University Archives. These regulations are spelled out in Title 17, United State Code, which deals with copyright law. **THE RESEARCHER ASSUMES FULL RESPONSIBILITY FOR CONFORMING TO THE LAWS OF COPYRIGHT.**

CITATION: In citing materials from archival and congressional collections located in the Congressional and Political Research Center, the following form should be used: Identification of the item, title of the collection, Congressional and Political Research Center, University Archives, or U.S. Grant Association, Mitchell Memorial Library, Mississippi State University.

I, _____ (print name), have read and understand the foregoing regulations and stipulations and agree to abide by the same.

Signature

Date