

Special Collections • Appalachian State University

W.L. Eury Appalachian Collection
Rare Books and Manuscripts
Stock Car Racing Collection
University Archives and Record



Researcher Registration

Name: _____ **Email:** _____
(Last) (First) (Middle Initial)

Local/Campus Address: _____
(Street/ASU Department) (City, State, Zip Code)

Permanent Address: _____
(Street) (City, State, Zip Code)

Local/Campus Phone: _____ **Permanent/Cell Phone:** _____

Institutional Affiliation (if any): ASU Other: _____

Position: Undergraduate Student Graduate Student Faculty ASU Administration/Staff Alumnus/Alumnae Independent Researcher Other (specify) _____
Purpose of Research: Course paper Senior Thesis Master's Thesis Ph.D. Dissertation Publication/Presentation Genealogy/Family History Other: _____

How did you learn about our collections? WNCLN Catalog World Wide Web Instructor Citation in published work Colleague Referral from other library Other: _____

Optional Section:

Research Topic (be specific): _____

Name of Course Instructor, Thesis, or Dissertation Advisor: _____

May we share your name with other researchers studying related topics? Yes No

Research performed on behalf of (if applicable): _____
(Name and Affiliation)

*I have read, understood, and by my signature below, agree to comply with the regulations for the use of archives and rare books in Special Collections, located on the **back** of this form.*

Signature _____ **Date** _____

STAFF USE ONLY:

Researcher ID Type: _____ Researcher Status: In Person Telephone Request Email Request
ID Number: _____
Approved By (Signature): _____ Date: _____

Archives and Rare Books Use Policies and Procedures

1. Researchers are required to complete a Researcher Registration form and provide photo identification (ASU or school identification card, driver's license, passport, etc.) once per academic calendar year (July 1 – June 30). Researchers are requested to sign the guest register once daily during each research visit.
2. All purses, coats, backpacks, and briefcases (including computer cases) are to be placed in lockers or checked with the reference desk staff. Cell phones, pagers, and other personal communication devices must be turned off and left in briefcases and backpacks.
3. All food, drink, and tobacco products are prohibited in Special Collections.
4. Only pencils, note paper, laptop computers (without cases) and other electronic note-taking devices are allowed on your table while using archival or rare materials. Paper and pencils will be provided. Laptops and electronic devices may be used as long as they do not disturb other researchers or Reading Room staff. **No pens or permanent markers of any sort are permitted.**
5. When finished using materials, return all items to the desk staff before leaving the Reading Room for the day or for an extended period. Researchers may request the reservation of materials to be used again within the next five days. Thereafter, a new call slip will be required to request the same materials.
6. Special Collections staff reserves the right to inspect all research materials and personal items before researchers leave the Reading Room.

Requesting Materials:

7. Researchers may access closed collections by completing a call slip. A staff member will retrieve the material, which is for use only in the Reading Room. Researchers may submit several call slips at once, but only one item, folder, box, or comic book may be used at a time.

Handling Materials:

8. As many closed collection materials are fragile and sometimes irreplaceable, researchers must accept the responsibility for carefully handling ALL items requested. Please make sure your hands are clean and free of moisturizers and lotions. Manuscripts, books, and photographs may not be leaned on, folded, traced over or handled in any way that may damage them. **All items must be placed either on the table or in book cradles while in use.** For certain materials, it may be necessary to wear cotton gloves supplied by reference staff.
9. Manuscript collections: Materials must be kept in the order they are found in each folder and in each box. If materials appear to be out of order, please alert reference staff immediately. Researchers may use one (1) folder from a box at a time.

Duplication and Copyright:

10. Special Collections will consider requests for reproduction of materials when such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyright laws. Duplication requests can be submitted by completing an "Application for Duplication of Materials" form. **The researcher is solely responsible for the use made of any material secured from the University and liable for any infringement of copyright.**

Citation and Publication:

11. Before any material from collections is published or placed on the World Wide Web, researchers must complete a "Permission to Publish Request" form.
12. Researchers planning to quote, paraphrase, or cite materials must use proper citation. Citation format examples are available at the reference desk.

**Closed collections are available for use by appointment,
Monday through Friday, 10:00 a.m. to 4:00 p.m., except University holidays.**

The Cratis Williams Reading Room is monitored by closed circuit cameras.