

**Archive User Registration Form**  
**Department of Archives**  
**University of St. Thomas**

Name (Print) \_\_\_\_\_ Driver's License No. & State \_\_\_\_\_

Permanent Address \_\_\_\_\_

Local Address \_\_\_\_\_  
(If different from above)

Telephone No. \_\_\_\_\_ E-mail address \_\_\_\_\_

Research Topic \_\_\_\_\_

**Regulations for Researchers:**

1. No material may leave the archives or research area.
2. Personal briefcases, personal papers and phones are allowed, but space is limited. Please do not bring baggage. Laptop computers can be used at the discretion of the archivist but scanners are not permitted. Phone ringers must be turned off or placed in silent mode.
3. Only pencils may be used for writing.
4. No smoking, eating, or drinking is allowed in the research area.
5. All archival materials must be handled carefully; use only one folder at a time and keep all papers in the original order. Do not place books or volumes face down. Do not lean or press on archival materials; do not trace maps or other records. Wear gloves when handling photographs
6. The use of digital cameras without flash or tripod is permitted. Photocopies are generally permitted.
7. Access to any collection is at the discretion of the Archivist. If material is contained in the private papers of the University, then request access to that collection from the Archivist.
8. Researchers are responsible for obtaining copyright clearance to publish or otherwise reproduce or distribute archival material.
9. When publishing materials provided by the University of St. Thomas Archives, please use the following citation:  
    **“COURTESY UNIVERSITY OF ST. THOMAS ARCHIVES**

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I have read the above rules and agree to abide by them. I understand that failure to comply may result in the denial of access to the University of St. Thomas Archives.

\_\_\_\_\_  
Signature of Researcher

\_\_\_\_\_  
Date