

LINDA HALL LIBRARY

Rare Book and Special Collections Registration

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: H: () _____ W: () _____

Email: _____

Photo I.D. required

IMPORTANT – Please read the following:

I agree to abide by the following reading room rules:

- First-time rare book room readers must complete this registration sheet.
- Registered readers must use sign in book for each visit.
- Books will be checked out for use in the reading room and may not be removed from the reading room.
- Readers must use care in handling materials in the rare book room using handling techniques demonstrated and explained by rare book room staff, including:
 - Books must remain on the tables.
 - Books must be supported by foam supports as needed.
 - Book weights must be used to keep books opened gently (do not apply pressure with hands to hold books open as this may damage bindings).
 - Turn pages slowly and carefully from the corners, using clean hands (sink is available if needed).
 - Use pencils only in the reading room; no pens are allowed.
- Laptops are allowed.
- Cameras are allowed (permission is required for publication).
- Requests for copies will be accommodated when possible and at the discretion of rare book room staff and will be processed through the Digital Services Unit for face-up scanning.
- Do not mark or fold pages, or write on paper laid on top of a book or book page.
- Use extreme care when unfolding plates or maps; ask for assistance if item is especially fragile.
- No food or drinks are allowed in the reading room.

Signature _____ Date: _____

Library Use Only.

Borrower Type:

Individual (LSC – Special Collections)

Notes: