

**University of Illinois at Chicago  
Special Collections & University Archives Department  
Richard J. Daley Library  
Reader Registration Form**

*(Please print)*

Last name, First name:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone:   (        )   \_\_\_\_\_

Institutional Affiliation: \_\_\_\_\_ Preferred pronouns (optional): \_\_\_\_\_

Research Status (*choose one*):

- UIC Student       UIC Faculty       UIC Staff       UIC Alum  
 Other Student       Other Faculty       Independent Scholar       \_\_\_\_\_ (*Other*)

Research Interest: \_\_\_\_\_

May we mention your name and email to others with similar research interests? (*please initial*) \_\_\_\_\_ Yes      \_\_\_\_\_ No

Would you like to receive upcoming Library news or events in the future? (*please initial*) \_\_\_\_\_ Yes      \_\_\_\_\_ No  
*(Please read and sign back portion)*

*Staff use only:*

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

ID: \_\_\_\_\_

\_\_\_\_\_

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**I have read and agree to abide by the Rules for Readers printed below:**

1. Because Special Collections & University Archives materials are rare, fragile, unique, or of special collecting interest, they may be consulted only in the department Reading Room under departmental supervision.
2. All readers who can furnish a photographic form of identification (e.g., student ID, driver's license) and who agree to abide by these rules may use the collections; grade school students must be accompanied by a supervising adult.
3. Food or drinks, personal belongings (including: backpacks, purses, book bags, coats, and binders) are not permitted in the Reading Room. Readers may bring laptop computers and digital cameras into the Reading Room, but its bags/cases are not permitted. Belongings or items not permitted can go in the locker provided for them.
4. The use of ink is not permitted. Nor may the reader make any marks on any departmental materials. In taking notes, please do not rest notepaper directly on books or manuscripts; tracing is not permitted. The department supplies notepaper and pencils as needed.
5. All materials must be handled with care. Maintain loose papers in the order in which they are received. Please bring apparent filing irregularities to our attention, but do not attempt to rearrange manuscript collections or archival records personally. Some of our books have uncut pages; please bring these to our attention as you encounter them so that we may open for you.
6. Limited photocopying is possible depending on the fragility of particular items and compliance with copyright law. All requests for copies are subject to departmental review. Copies are prepared by department staff following the posted schedule for copying charges. Photocopies are made for private study, scholarship or research only; under no circumstance may copies of materials from our collections be deposited in another repository or institution without our express written permission.
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**Signature**

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7. Any reader wishing to publish from Special Collections & University Archives materials agrees to obtain written permission prior to publication from Special Collections & University Archives, from all holders of copyright, and from other interested parties as applicable. The reader agrees to accept full responsibility for complying with laws enacted to protect copyright and privacy rights. The department is obliged to deny access to materials that are protected under the Family Educational Rights and Privacy Act and other relevant privacy laws.

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**Date**