



Special Collections

119 Thompson Library
1858 Neil Avenue Mall
Columbus, OH 43210

SPECIAL COLLECTIONS RESEARCH APPLICATION

The materials in the Ohio State University Libraries collections are open for research use, except where noted, or where restricted by law.

NAME (print) _____ DATE _____

CAMPUS ADDRESS _____

PERMANENT ADDRESS (if different) _____

TELEPHONE NUMBER _____ CELL PHONE NUMBER _____

E-MAIL ADDRESS _____

OSU Faculty _____ OSU Staff _____ Department _____

OSU Graduate Student _____ Major _____ Class Rank _____

OSU Undergraduate _____ Major _____ Class Rank _____

Visiting Researcher _____ Position _____

Institution _____

Other (please specify) _____

Subject of Research _____

Purpose of Research:

Ph.D. Dissertation _____ Topic _____

Master's Thesis _____ Topic _____

Research Paper _____ Topic _____

Publication _____ Topic _____

Other (please specify) _____

Do you agree to have your name and information about your research topic made available to others working in the same area?

Yes _____ No _____

The researcher assumes full responsibility for conforming to the laws of libel and literary property rights which may be involved in using any document. For further information, see the Ohio State University Libraries' Photo-duplication and Use Policy Statement.

I have read, understand, and agree to abide by the rules governing the use of the Ohio State University Libraries Special Collections as described on the 2nd page of this form.

SIGNATURE _____ DATE _____

Photo-Identification Type _____ ID Number _____

POLICIES GOVERNING THE USE OF MATERIALS

SECURITY

On the first use of the Ohio State University Libraries Special Collections, researchers will complete an application form. The information given will be reviewed by library staff from time to time and updates may be requested.

Coats, hats, briefcases, packages, umbrellas, packs, handbags, and all other personal property must be stored in the lockers provided. Cell phones should be placed on vibrate. Patrons should leave the reference room when answering calls to avoid disturbing other researchers.

Researchers will fill out call slips for all requested materials and submit completed call slips to the staff member on duty.

All collection materials will be consulted only in the reading room and must be returned to the staff member on duty before the researcher leaves the library.

The library may limit the number of items a researcher may request at one time. No items will be pulled during the last open reading room hour.

PRESERVATION

Eating, drinking, chewing gum and use of any form of tobacco are prohibited.

Only soft-leaded pencils may be used. The use of pens, markers, or indelible pencils is not permitted in the reading room.

The researcher is responsible for the careful handling of all materials made available. Manuscripts and books may not be leaned on, written on, folded, traced over, or otherwise handled in any way that may damage them. No marks may be added or erased.

Manuscripts and archives are to be kept in the order in which they are received by the researcher. Material which appears to be out of order should not be rearranged by the researcher but should be brought to the attention of the staff member on duty.

Fragile materials may require special handling: in some instances the researcher will be asked to use supports, cradles or stands, and/or gloves while using fragile materials.

SERVICES

Reference assistance as well as assistance in using the public catalogs and collection finding aids is available.

Photo-duplication of special materials may be restricted in some instances; ask the staff member on duty about reproduction of materials.

CITATION FORMAT

Materials should be cited as follows: [name of collection, in the {name of specific special collection}] of The Ohio State University Libraries.

OTHER

Other conditions or restrictions may apply to the use of certain special collections. Please see staff member on duty for more information.