



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 2<sup>nd</sup> page of this form.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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Photo-Identification Type \_\_\_\_\_ Expiration Date \_\_\_\_\_ Verified \_\_\_\_\_

## **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.