

Edmund S. Muskie Archives and Special Collections Library

Researcher Registration Form

Name _____ Phone _____
Address _____ Fax _____
_____ E-mail _____

Identification (Circle most applicable):

Bates Student Alumnus Faculty Staff Affiliate Non-Bates

Rules and Guidelines for Using the Collections

- Materials do not circulate. They may be used in the Reading Room only.
- All first-time visitors must complete a registration form before using the collections; repeat visitors must notify staff of changes in their contact information before using the collections. All visitors must sign in and out of the Reading Room at each visit.
- Coats, bags, and other personal property must be left with staff or kept in the coat/locker room. Laptops are permitted in the Reading Room, but carrying cases are not.
- All material must be handled carefully. Materials may not be leaned on, written on, folded, traced from, or handled in any way that might cause damage. Researchers are only permitted to use pencils when taking notes. Cotton gloves must be worn when handling photographs and cradles must be used when handling fragile books; these will be provided by the staff.
- For the protection of its collections the staff reserves the right to restrict the use of materials that are not arranged or are in the process of being arranged and materials considered too fragile for use.
- Photocopying and other duplication of materials will be arranged by the staff if it can be done without injury to the materials, and does not violate copyright or other restrictions.
- Permission to use materials does not convey the permission to publish, exhibit, quote beyond fair use, or otherwise reproduce materials in full or in part. A separate request for permission to publish is required.
- The researcher assumes full responsibility for securing permission to publish from any and all owners of literary, copyright, and publication rights. Bates College makes no claim to be the owner of these intellectual property rights unless such rights were explicitly transferred with the material.
- Please use the following citation: The Edmund S. Muskie Archives and Special Collections Library.

I have read and I agree to abide by the [Rules and Guidelines for Using the Collections](#). I realize that I am responsible for conforming to copyright, right-to-privacy, libel, slander, and any other applicable statutes. I agree to indemnify and hold harmless Bates College, its officers, employees, and agents from any and all claims resulting from the use of materials in the Edmund S. Muskie Archives and Special Collections Library. I understand that failure to comply with these rules may result in the denial of access to the collections.

Signature _____

Date _____