

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

**RESEARCHER APPOINTMENT REQUEST**

Please complete sections I. through IV. Print legibly. Completion and return of this form will assist staff in scheduling your appointment. Upon receipt of the completed form staff will confirm appointment time/date.

Name: \_\_\_\_\_ Photo ID Number: \_\_\_\_\_ State \_\_\_\_\_  
Last First (Cal Poly affiliates please use Cal Poly ID#)  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
City State ZIP

**I. Researcher Status**

Cal Poly Student     Cal Poly Administration     Cal Poly Faculty     Cal Poly Staff     Alumni

Note major, department, or office: \_\_\_\_\_

General Public Name of Institution/Company/Organization: \_\_\_\_\_

Other Academic Institution: \_\_\_\_\_  Faculty  Staff  Student

**II. Rules Governing Use of Special Collections & University Archives Material**

1. All researchers must register by reading and signing this form before using any materials.
2. Permission to examine departmental holdings is granted for reference purposes only. This does not include permission to reproduce, publish, exhibit, broadcast, or electronically disseminate the materials consulted by the researcher. Permission for these uses must be obtained by separate agreement(s) with the Special Collections Department.
3. Materials remain in the Reading Room and do not circulate.
4. The Reading Room is for use of departmental holdings only. Aside from notes and pencils, all personal belongings are not permitted. Storage space is provided for these items. Special Collections and University Archives will not be held responsible for loss, theft or damage to personal property.
5. Cellular phones and pagers must be placed in the off position in the Reading Room. Laptop computers may be used with permission of the staff. Use of digital cameras and scanners is not permitted.
6. Food, drink, and tobacco products are not permitted in the Reading Room.
7. The use of pens, highlighters, or indelible pencil is prohibited. Pencils are provided for use in the Reading Room.
8. Exercise care when using material: Turn pages carefully; no weight should rest on material; do not mark, deface, alter, fold anew, or trace on material; do not place material in lap or prop against the edge of the table. Gloves may be required at Staff's discretion. If you receive a book with uncut pages, please bring it to the attention of Staff.
9. Keep material in original order. If material seems to be out of order, note discrepancy to Staff rather than editing independently.
10. Photocopying of material is permitted at Staff discretion, and provided on a fee basis. Photocopies are not to be used for any purpose other than for private study, scholarship, or research.
11. Staff reserves the right to refuse access to its holdings and/or to impose such conditions as it may deem advisable in its sole and absolute discretion.
12. All material must be returned to Staff before leaving the Reading Room for an extended period.
13. Living persons enjoy a common law right to privacy. Documents containing information that would be used to embarrass, damage, injure, or harass living persons will be withheld from access or at the discretion of the Repository.

**WARNING CONCERNING COPYRIGHT RESTRICTIONS:**

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if in its judgment, fulfillment of the order would involve violation of copyright law.

I have read and agree to abide by the above rules for use of the Special Collections & University Archives.

Signature of Researcher \_\_\_\_\_ Date \_\_\_\_\_

### III. Nature of Research

Summary of Research Topic: \_\_\_\_\_  
\_\_\_\_\_

**Intended use of research material** (check all that may apply):

- Publication (article, book, exhibition catalog, etc.)  
Name of publication: \_\_\_\_\_  
Publisher: \_\_\_\_\_
- Production (TV, film, video, radio, etc.): \_\_\_\_\_  
Producer: \_\_\_\_\_ Affiliates: \_\_\_\_\_
- Dissertation/Thesis/Senior Project (title): \_\_\_\_\_
- Class Assignment (title & course): \_\_\_\_\_
- Exhibition (please describe): \_\_\_\_\_
- Digital (Web site, CD-ROM, PowerPoint, etc): \_\_\_\_\_
- Genealogy: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

### IV. Requesting Materials

**Proposed date(s) of visit: (dates and times)**

First Choice: \_\_\_\_\_  
Second Choice: \_\_\_\_\_  
Third Choice: \_\_\_\_\_

Staff Use Only  
Appt. scheduled for: \_\_\_\_\_  
\_\_\_\_\_

**Items Requested:**

The maximum limit for requests is **20 folders per day**. Please prioritize your requests. Because some collections are located off-site, patrons must request materials at least two full business days before visit. Depending on the nature of the items, staff assistance may be required when viewing items. If your appointment extends beyond one day, complete page 2 for each day's request or attach list.

Collection Name	Box #/Flat File (FF) #	Folder #	Description of Folder
e.g. MS 010 J. Morgan Collection	e.g. Box 53	e.g. Folder 4	e.g. Morgan, Julia and William Randolph Hearst, Apr 1927

For assistance with requesting items, please visit [www.lib.calpoly.edu/specialcollections/findingaids](http://www.lib.calpoly.edu/specialcollections/findingaids).  
For parking and visitor information, please visit: [http://www.afd.calpoly.edu/police/services\\_visitorinfocenter.asp?pid=1](http://www.afd.calpoly.edu/police/services_visitorinfocenter.asp?pid=1)