



Special Collections & Archives
George Mason University Libraries

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Researcher Registration Agreement

To request materials from Special Collections & Archives (SC&A) at George Mason University, researchers must register and agree to abide by the policies and regulations set forth below.

Collections Use Policy

Researchers agree to abide by restrictions placed on SC&A's collections.

Collection materials including unpublished documents may be subject to laws governing copyright (Title 17, U.S. Code). Reproductions are made for private study and reference. Permission of the copyright holder may be required for uses exceeding "fair use." If researchers wish to use materials from SC&A for publication, exhibition, broadcast, or performance, researchers agree to secure prior written permission from SC&A and/or any other persons or institutions with proprietary rights. Researchers will give credit as outlined in the Fair Use Policy in the Research Policies and Procedures Guidelines. Furthermore, researchers acknowledge that they are solely responsible for determining the copyright status of the materials they use.

SC&A reserves the right to review materials before a copy is made and the right to deny a copying request.

Reading Room Regulations

Researchers may not under any circumstances remove collection materials from the reading room.

Researchers agree to handle all library collections gently and carefully and to keep loose documents in the order they are found. Researchers will abide by the specific guidelines, provided by SC&A staff, on proper handling and safe positioning of loose documents and volumes.

Pencils, limited sheets of loose paper, and laptop computers are allowed in the reading room. Lockers are provided for researchers' other personal belongings.

All food and beverages (including water bottles) are prohibited.

SC&A staff may examine laptops, notes, and other items when researchers exit the reading room.

In order to complete the registration process, researchers must provide a valid form of ID, which SC&A staff will photocopy, prior to using the collections.

Name _____
Please Print (last) (first)

Street Address _____

City _____ State _____ Zip/Postal Code _____

E-mail Address _____ Phone # _____

Institution/Affiliation/Company _____

Researcher Category: Undergraduate Student [] Faculty [] Independent Researcher []
University Staff [] Graduate Student []

What is the purpose of looking at our collections? For class [] Publication [] Media []
Exhibition [] Thesis/dissertation [] Other [] Please explain: _____

Topic of your research _____

I have read, understood, and, by my signing this document, agree to comply with the policies and regulations set forth above.

Signature _____

Date _____