



# Special Collections and Rare Books

University of Missouri Libraries

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## PATRON REGISTRATION FORM

Name \_\_\_\_\_  
Last First

*Circle one:*

Faculty Undergraduate Graduate Student Alumni Staff Other

### Permanent Contact Information

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Permanent Phone \_\_\_\_\_ Primary Email \_\_\_\_\_

### Campus or Local Contact Information (if any)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Local Phone \_\_\_\_\_ Campus Email \_\_\_\_\_

**Please read and sign the other side of this form and present the form and your photo ID at the desk.**

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**Staff Use Only**

Approved (initial)	Reader ID
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## Reading Room Rules

The collections are open to all users during regular hours of service. All readers must register and provide contact information, photo ID, and name. Positive photo identification is required.

Rare books, manuscripts, and other materials from the division's book collections must not be removed from the reading room (room 401). Most materials do not circulate. Some books from the Closed and Comic Art Collections may be checked out subject to condition and the discretion of Special Collections staff.

No food or beverages are allowed in the reading room, including water bottles.

The use of ink pens is not permitted in the reading room. Paper and pencils are available upon request.

Loose-leaf paper, pencils, laptop computers, and mobile devices in silent mode are allowed at the study tables. Readers must silence cell phones and leave the reading room to place or receive calls.

Personal items are not allowed at the reading tables. Readers must store all personal belongings except those noted above in the shelving or lockers provided.

Readers must return materials to the desk before exiting the reading room for any reason.

## Care in Handling

All materials in the department must be handled with great care.

- No marks may be added or erased.
- No tracings or rubbings may be made without specific permission from Special Collections staff.
- Materials should remain on the table while being consulted.
- Book cradles, pillows, and weighted snakes should be employed to aid use of fragile materials.
- No books, papers, or objects may be laid on top of the materials, nor should the reader lean on them.
- Special Collections staff may request readers to wear gloves, but in most cases, gloves are not required.
- Non-flash photography is allowed, but must be approved and supervised by staff.

**I have read the above information and agree to abide by these regulations and by any restrictions placed on the collections I use. I agree to assume all responsibility for compliance with copyright laws and to indemnify and hold harmless the University of Missouri, its officers, agents, and employees from any legal action, suit, claim or expense arising from my use or duplication of the collections in the University of Missouri Libraries. I agree to secure written permission from the Division of Special Collections, Archives, and Rare Books prior to the publication of any material in the Division's collections. I understand that for security reasons I will be working under recorded video surveillance in the reading room and that a record of my visit will be preserved indefinitely.**

Signature

Date