Guest Register for University Archives

Name and Address: ______________________________________________

________________________________________________________________

________________________________________________________________

Thank you for your cooperation in helping to preserve our collection. By Signing below, you acknowledge that you understand and agree to follow the Chowan University Archives Access Policies (a copy of the policies will be given to you).

Printed Name of Researcher________________________________________

Signature of Researcher___________________________________________

Researcher’s Affiliation

Chowan Student____  Chowan Faculty/Staff____

Chowan Alumna____  No Chowan Affiliation____

Date___________

Archives Staff: Initial for ID Check_______

ID kept by librarian until research is done.
Chowan University Archives Access Policies

Chowan University Archives is a department of Whitaker Library at Chowan University in Murfreesboro, NC. The Director of Library Services and the Associate Director of Library Services/Cataloger are responsible for its operation. We support research of Chowan University students, faculty, staff, alumna, and outside researchers. Please ask if you have questions about the following policies regarding use of materials:

- Requests from media representatives (including but not limited to newspaper, magazines, television, and media) must be made through the Development Office.
- Requests for University records pursuant legal proceedings of any kind will be referred to the Development Office.
- Researchers will be asked to show photo identification, to sign the Archives guest register, and to furnish information at the bottom of this page. Since there is no table to use in the Archives, the large table on the main floor may be used.
- Not all records are available to researchers. Some records have restrictions placed on their use by statute, by the donor, by the office of origin, or by University policy. Additionally, the library staff may restrict the use of unprocessed or fragile materials.
- Materials housed in the Archives so not circulate and must be used in an appointed area in the presence of the library staff. Chowan University archival materials are not available through interlibrary loan.
- Food and/or beverages are not permitted in the Archives.
- Researchers agree to handle materials carefully and to use only pencils for making notes. Researchers may be asked to wear cotton gloves. We will provide pencils and gloves.
- Researchers may use laptop computers and digital cameras in the Archives.
- Because of the age of our materials, photocopying and scanning are done by the Archives staff. Researchers may be charged a small fee for copies and scans. We reserve the right to limit the number of copies and/or to refuse requests for reproduction of materials. Reproduction does not constitute permission to publish.
- It is the researcher’s responsibility to follow U.S. copyright law, Title 17, United States Code, available at http://www.loc.gov/copyright/title17/
- No unpublished item from the Chowan University Archives can be published without express permission from the Director of University Relations and the Special Collections Librarian. A written request to publish is required. Researchers who publish works using the Chowan University archive materials agree to donate one copy to the Archives.
- Any display or any other use of material, whether original or reproduced, from Chowan University Archives must be accompanied by the following statement:

[TYPE OF MATERIAL] COURTESY OF
CHOWAN UNIVERSITY ARCHIVES
WHITAKER LIBRARY

Thank you for your cooperation in helping to preserve our collection. By signing below, you acknowledge that you understand and agree to follow the Chowan University Archives Access Policies stated above.

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Chowan Alumna _____  No Chowan Affiliation _____

Date ______________________

Archives Staff: Initial for ID Check ______

ID will be shown and kept by the librarian. This way the archival material will be turned back in to the librarian. The librarian can check the returned material and then return the ID to the researcher.