

Research Application *(Please print clearly)*

Name _____ Date _____

Permanent address _____

Telephone (home) _____ (cell) _____ (work) _____

Email _____

Local address, if any _____

Institutional affiliation _____

If student, degree sought and faculty advisor _____

Subject area of research *(Please be specific)* _____

Publication plans, if any _____

Purpose of research and/or final product *(Check all appropriate items)*:

- | | | | |
|--------------------------------------|---|--|---|
| <input type="checkbox"/> Article | <input type="checkbox"/> Presentation | <input type="checkbox"/> Honors thesis | <input type="checkbox"/> Local church history |
| <input type="checkbox"/> Book | <input type="checkbox"/> Class assignment | <input type="checkbox"/> Master's thesis | <input type="checkbox"/> Family history |
| <input type="checkbox"/> Exhibit | <input type="checkbox"/> Graduate seminar paper | <input type="checkbox"/> Doctoral dissertation | <input type="checkbox"/> Personal interest |
| <input type="checkbox"/> Other _____ | | | |

I have read, understand, and agree to abide by all the rules listed on the back of this form governing the use of archival materials and special collections in the United Library.

Signature of researcher _____

Internal use only

Identification type (**Attach photocopy to this form**): () Driver's license () Other _____

Approved by: _____

Special comments: _____

Rules for Use of Archives and/or Special Collections

The materials from the Archives and Special Collections of the United Library are available for research use by approved researchers by appointment (generally scheduled from Monday to Friday, 9:00 a.m. until 4:00 p.m., except holidays observed by the seminary). While the United Library makes the best effort to make the collections accessible to users/researchers, the nature of these archival materials requires us to handle them with more care and caution unlike regularly circulated materials.

As a privately held collection, the library reserves the right to deny access at its own discretion.

Procedures for Requesting Materials

1. Researchers must complete and sign a research application form and provide acceptable identification (e.g., driver's license or photo ID card).
 - For Archives users: Please fill out Archives request form.
 - For Special Collections users: Please fill out a call slip for each item requested including call number, author, and title.
2. All archival materials and rare books are housed in closed stacks. Researchers may request particular items to the Technical Services Librarian or Reference Librarian. The librarian will bring the material to the researcher. No material will be pulled after 3:45 p.m.

Reading and Handling Materials

1. All materials must be consulted in designated reading areas only, and may not be taken to other areas of the Library. A library staff member will be present with the researcher in the reading area the entire time the materials are in use. If the monitoring librarian requires a break, materials will be surrendered until the librarian returns.
2. Bags and coats must be deposited at the circulation desk until archives/special collections items are returned. Only writing supplies (a pencil, an eraser, and a notebook) and a laptop will be allowed in the reading area. The use of ink is prohibited.
3. No food or beverages are permitted when consulting archival materials and rare books.
4. The researcher should accept the responsibility of handling carefully all materials made available. Materials are to be maintained in the order in which they are received. Do not rearrange materials.
5. All materials must be returned to the Technical Services Librarian or the Reference Librarian by 4:00 p.m. or before the researcher leaves the library.
6. The library reserves the right to inspect all research materials and personal articles before a researcher leaves the building.

Reproducing Materials for Research Use

Requests for duplicating materials require the approval of the Technical Services Librarian or the Reference Librarian, who will consider the condition of materials as well as other issues (e.g., donor agreements or copyright law) and will duplicate the materials for researchers. Requests for reproduction should be made before 3:00 p.m.

Permission to Publish

According to the Copyright Law of the United States (Title 17, USC), researchers need to make sure to obtain from the copyright holder the permission to publish from or to quote from previously unpublished manuscripts or from published items. For original archival materials and some special collection materials (e.g., early Methodist materials), researchers should also contact the library director (jaeyeon.chung@garrett.edu) to acquire the permission and to inquire other copyright issues.

Citations

When citing materials from the Archives, the form should be as follows: [Identification of the item and the title of the collection], Archives, United Library, Garrett-Evangelical Theological Seminary.