



# BALDWIN COUNTY DEPARTMENT OF ARCHIVES AND HISTORY Researcher Registration Form



Name (please print): \_\_\_\_\_  
(Last) (First) (Middle)

Email address: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (City) (State) (Zip)

**Research Purpose:**

Class Seminar \_\_\_\_\_

Thesis/Dissertation \_\_\_\_\_

Exhibition \_\_\_\_\_

Publication \_\_\_\_\_

Genealogy \_\_\_\_\_

Administrative \_\_\_\_\_

Media/Film Production \_\_\_\_\_

Other Use \_\_\_\_\_

**Subject of research:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<p>Rules for Use BCDAH collections, rare books, manuscripts, archives, film and media</p>
---

Please read the Rules for Use below and sign the document. By signing, you agree to abide to all policies and procedures regarding access and use of Special Collections materials. Patrons who cannot follow these rules or who mishandle any of the special collections material may be denied access to holdings.

- All researchers must register by reading and signing this form before using any materials.
- Permission to examine departmental holding is granted for reference purposes only. Permission to reproduce, publish, exhibit, broadcast, or electronically disseminate the materials must be obtained by separate agreement(s) with the BCDAH.
- Materials are non-circulating and must remain in the research/viewing room.
- Lockers are provided for personal items such as coats, briefcases, bags, purses, backpacks, newspapers, large notebooks and any other bulky items. Food and beverages are not allowed in the research/viewing room.
- Researchers may take notes with paper and pencil or a laptop computer. The use of pens, hi-lighters, and markers is prohibited.
- Cellular phones and pagers must be placed in the off position in the research/viewing room.

- Use of digital camera and scanners must be approved and monitored the BCDAH staff.
- Staff members will retrieve all archival materials.
- Use care when viewing materials. Turn pages carefully, do not mark, deface, alter, fold, or trace on material. Gloves may be required at staff's discretion. If you receive a book with unopened pages, please bring it to the attention of staff.
- Should a researcher discover errors in arrangement or description, he/she should call this to the attention of the BCDAH staff. Researchers **should not** rearrange or in any way alter papers' order or descriptions.
- Researchers will ordinarily be given 3-5 folders or items at a time.
- BCDAH reserves the right to make decisions about what materials can be duplicated, photocopied, photographed, digitally reproduced, microfilmed, or otherwise duplicated based on the condition of materials, access restrictions, and copy restrictions. Photocopies are not to be used for any purpose other than private study, scholarship, and research. If requesting copies, researchers are asked to fill out a [Request for Reproduction Form](#).
- Permission to conduct research with the BCDAH archival collection materials entails an obligation that a researcher complete and return a [Notification of Intent to Quote or Publish](#) form before publishing archival materials. Publish is here used to mean presentation in whole or in part in seminar or term papers, theses or dissertations, journal articles, books, digital forms, photographs, images, films, videos, dramatic presentations, transcriptions, or any other form prepared for a limited or general public.
- If the copyright is owned by a third party, permission must be granted before any duplication of material, and it is the researcher's responsibility to obtain permission. The researcher indemnifies BCDAH from any potential lawsuits regarding footage owned by third parties.
- Publication and/or broadcast can take place only under the provisions of the fair-use doctrine in the U.S. Copyright Law (as amended) or by obtaining permission of the copyright holder, which in some instances may be BCDAH.
- Researchers must return all material to Staff before leaving the Research/viewing room.

### COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other 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.

Reproductions are made available solely for the reference use of the applicant. In providing copies, the Baldwin County Department of Archives and History does not thereby grant permission to reproduce further or quote extensively for publication. Property rights reside with the BCDAH; literary rights generally are retained by the creators of the records and their heirs. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would violate the copyright law.

**I have read the rules on the reverse of this form and agree to abide by them.**

**Signature of Researcher**

**Date**

Staff initials: \_\_\_\_\_

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