
Emory University
MANUSCRIPT, ARCHIVES, AND RARE BOOK LIBRARY (MARBL)
ANNUAL RESEARCHER APPLICATION

Name: _____

Permanent address: _____

Phone: _____ Email: _____

Local address (if different) _____

Student status/Occupation: _____

Institutional affiliation (if any): _____

Subject of research: _____

How did you learn about our holdings? (check all appropriate items):

- | | | |
|---|---|--|
| <input type="checkbox"/> professor or TA | <input type="checkbox"/> instruction session in the library | <input type="checkbox"/> librarian at Emory |
| <input type="checkbox"/> MARBL website | <input type="checkbox"/> Digital Library of Georgia | <input type="checkbox"/> online finding aids |
| <input type="checkbox"/> Emory library online catalog | <input type="checkbox"/> WorldCat | <input type="checkbox"/> Archives Grid |
| <input type="checkbox"/> bibliography or footnotes | <input type="checkbox"/> MARBL research guides | |
| <input type="checkbox"/> previous use | <input type="checkbox"/> newspaper or television news | <input type="checkbox"/> word of mouth |
| <input type="checkbox"/> If none of the above, please specify _____ | | |

Purpose of your research (check all appropriate items):

- | | | |
|---|--|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Article | <input type="checkbox"/> Ph.D. dissertation / M.A. thesis |
| <input type="checkbox"/> Class assignment | <input type="checkbox"/> Honors paper/thesis | <input type="checkbox"/> Research for faculty |
| <input type="checkbox"/> Preparation for class instruction | <input type="checkbox"/> Emory administrative use | <input type="checkbox"/> Genealogy |
| <input type="checkbox"/> Personal research | <input type="checkbox"/> Pictorial research (film, television, print, website, exhibition, etc.) | |
| <input type="checkbox"/> If none of the above, please specify _____ | | |

Is this the first time you have done research in MARBL? Yes () No ()

May MARBL release your name and information about your research topic to others working in the same area? Yes () No ()

Would you like to receive occasional news from MARBL about collections and services via email? Yes () No ()
(Email addresses will not be shared with anyone outside the library or used for anything except communications from the library.)

I have read, I understand, and I agree to abide by the rules listed on the back of this form.

⇒ Signature _____ Date _____

Staff Use Only

Approved by: _____	<input type="checkbox"/> Driver's license	<input type="checkbox"/> Institutional I.D.	<input type="checkbox"/> Other photo I.D.
	# _____	# _____	# _____
<input type="checkbox"/> UG <input type="checkbox"/> GS <input type="checkbox"/> FS <input type="checkbox"/> VS	GA or State _____	Emory or _____	Desc. _____

RULES GOVERNING THE USE OF MATERIALS HELD IN MARBL

Procedures for Registering and Requesting Materials

- While Emory encourages the broadest possible use of the collections held in MARBL, the nature of the materials requires that pre-college applicants and high school students be considered on a special case-by-case basis.
- Researchers must complete and sign a researcher application form once each fiscal year (July-June) and must provide acceptable identification (driver's license or photographic ID card). Researchers must sign the register daily during each research visit.
- All materials at MARBL are housed in closed stacks and do not circulate. Researchers request materials by submitting the appropriate call slips/request forms to the research services staff.
- Only materials directly related to the research project at hand and to note taking are permitted in the reading room; including paper, note cards, pencils, laptops, and PDAs (if they are being used to take notes or for reference purposes). Cases, bags, backpacks, purses, food, beverages, or extraneous notebooks or papers are not permitted in the reading room. Researchers may take cell phones into the reading room if they set them so that they do not ring and if they agree to leave the reading room when they place or answer a call. All other personal items (including briefcases, purses, coats, books, umbrellas, pens, and other personal articles) must be deposited in the lockers provided outside the reading room. The Library reserves the right to inspect all research materials and personal articles before a patron leaves MARBL.
- Groups of two or more researchers working together may be subject to special conditions. Please consult research services staff.

Care and Handling of Materials

- Researchers may be limited in the amount of manuscript material received at one time; one box on the table at a time is standard.
- The researcher agrees to handle all materials carefully and to follow instructions regarding handling given by the MARBL staff. Unbound materials are to be kept in the order in which they are received. To prevent documents from becoming misfiled, only one folder may be open on the table at a time. The folder should be replaced in its proper place in the manuscript box before another is removed. If material appears to be out of order, the staff should be notified. Researchers should not browse through materials by paging through folders while they are still in the box or pulling documents out of folders still in the box. Books must be used on the book cradles provided. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way which may damage them.
- The use of ink is strictly prohibited. Researchers may not bring pens into the reading room. Pencils should be used instead.
- No food or beverages (including water) may be brought into MARBL.
- Mutilation, destruction and theft of library materials are subject to prosecution.

Reproduction for Research Use

- MARBL will provide limited reproductions (e.g., by photocopy, digital files, photographic print, or audio or visual recording), for a fee, when such duplication can be done without injury to the materials and when it does not violate donor agreements or copyright law. Reproduction request forms must be completed and given to the research services staff. Some duplication requests may require the approval of the Coordinator for Research Services or the Director.
- In order to insure the careful handling of the materials held at MARBL, all copying is done or arrangements made by MARBL's staff. Researchers may apply for permission to use personal cameras into the reading room. MARBL reserves the right to deny such requests.
- Permission to reproduce does not constitute permission to publish.

Permission to Publish

Researchers should be aware that the copyright law of the United States (Title 17, USC) provides protection for unpublished materials as well as for published works. Permission to publish from previously unpublished materials or from materials under copyright must be obtained from the copyright holder. It is the researcher's responsibility to secure that permission. In most instances, MARBL does not hold the copyright to materials in its holdings. For original manuscript materials, the permission of MARBL, as owner of the originals, is also required. An application for permission must be submitted to secure that permission. Depending on the type of use, a publication fee may be charged in addition to reproduction costs.

Citations

Proper acknowledgement shall be given for all materials used. The citation should appear as follows: [Identification of the item, title of the collection,] Manuscript, Archives and Rare Book Library, Emory University.