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):

( ) professor or TA ( ) instruction session in the library ( ) librarian at Emory
( ) MARBL website ( ) Digital Library of Georgia ( ) online finding aids
( ) Emory library online catalog ( ) WorldCat ( ) Archives Grid
( ) bibliography or footnotes ( ) MARBL research guides
( ) previous use ( ) newspaper or television news ( ) word of mouth
( ) If none of the above, please specify ______________________________________

Purpose of your research (check all appropriate items):

( ) Book ( ) Article ( ) Ph.D. dissertation / M.A. thesis
( ) Class assignment ( ) Honors paper/thesis ( ) Research for faculty
( ) Preparation for class instruction ( ) Emory administrative use ( ) Genealogy
( ) Personal research ( ) Pictorial research (film, television, print, website, exhibition, etc.)
( ) 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: ____________  □ Driver’s license  □ Institutional I.D.  □ Other photo I.D.

# ________________  # ________________  # ________________

□ UG □ GS □ FS □ 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

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- Permission to reproduce does not constitute permission to publish.

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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.

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