

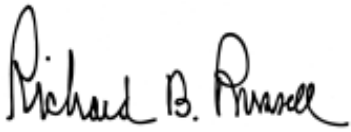
Richard B. Russell

Library for Political Research and Studies  
The University of Georgia Libraries

# RESEARCHER APPLICATION

Applicants Name (Last, First, Middle Initial)		Date
Permanent Address (street, city, state, zip code)		Permanent Phone Number
Local Address (street, city, state, zip code)		Local Telephone Number
E-mail Address	Occupation	
	Name and Address of Employer or Institution	
Identification (Student or Faculty ID, Driver's License or Photo ID)		
Description of Proposed Research (Identify topic specifically, e.g. date span, research area, full name of biographical subject, etc.)		
We attempt to inform researchers of others with similar research interests. Do you object to having your name and information about your research topic made available to others working in the same area? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Expected Result of Research: <input type="checkbox"/> Course Paper <input type="checkbox"/> Senior Thesis <input type="checkbox"/> Master's Thesis <input type="checkbox"/> Ph.D. Dissertation <input type="checkbox"/> Article <input type="checkbox"/> Book <input type="checkbox"/> Other _____		
Tentative Title: _____		
Tentative Publication Date: _____		
Name of Instructor, Thesis/Dissertation Director		Address:
<input type="checkbox"/> Yes, I would like to receive updates about Russell Library programs, exhibits, and collections		
I have read, I understand, and I agree to abide by the rules and regulations governing the use of the Richard B. Library for Political Research and Studies as outlined on the verso of this page. I further understand that I will be searched when I leave the premises.		
Signature _____		Date _____
<b>FOR LIBRARY USE ONLY:</b>		
<b>Disposition:</b>		
<input type="checkbox"/> On site	<input type="checkbox"/> Approved	Researcher Number _____
<input type="checkbox"/> Off site	<input type="checkbox"/> Not Approved	Expiration Date: June 30, _____
Signature of Reviewing Archivist _____		Date _____



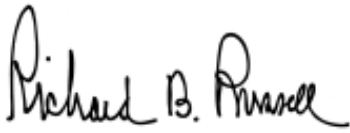


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## Rules and Regulations Governing Use

1. Researchers must complete and sign a Research Application and a Use Policy Agreement once each academic year (July 1-June 30) and provide acceptable identification (driver's license or photo identification) prior to use of the collections. Researchers must sign the register once daily during every research visit.
2. All briefcases, purses, coats, and other personal articles are to be checked with the archivist on duty, or placed in lockers outside the reading room. Personal articles are subject to search upon departure. Scanners, cameras, digital cameras, and video equipment are not allowed in the reading room. Portable computers and tape recorders are allowed if they do not disturb other researchers. Paper and pencils will be provided. ***The use of ink is prohibited.***
3. Smoking, eating, or drinking are prohibited around materials.
4. Materials may ***only*** be used in the reading room. Stacks are closed.
5. The researcher must accept the responsibility of handling carefully all materials made available. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way that may damage them. All manuscripts ***must*** be kept on the surface of the table. For certain materials, it may be necessary to wear gloves provided by the library staff.
6. Researchers must fill out call slips to request materials. Researchers will be permitted to use only one box of materials at a time. All materials must be kept in the order in which they are found in each folder. Folders must likewise be kept in the order in which they are found in each box.
7. The Russell Library will consider requests for limited reproduction of material when such duplication can be done without injury to the material and when such duplication does not violate donor agreements or copyright laws. Entire folders of material, oral histories and audiovisual materials in any format will ***not*** be copied. Reproduction of any item must contain a complete citation to the original. Adherence to all Copyright Act provisions is the responsibility of the researcher.
8. The researcher who wishes to publish or display any materials also has the responsibility to secure permission from both the owner of the physical property and the holder of the copyright. The Russell Library does not hold rights to all the materials in its collections, and it is the responsibility of the researcher to seek this information and proceed accordingly.
9. ***Russell Library Hours are 8:00 AM - 5:00 PM, Monday-Friday, Except Holidays.*** Researchers should plan to stop work 15 minutes before closing time (5 p.m.) to allow staff sufficient time to return materials. Researchers may reserve materials they are still using for the following day. Researchers must submit for inspection any papers, books, computers, or other personal property before removing them from the reading room.
10. The Russell Library reserves the right to deny the use of materials at any time to any person who refuses to follow Library rules or staff instructions.





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## Use and Reproduction of Materials and Their Copyright Agreement

In order to facilitate various aspects of research, the Richard B. Russell Library for Political Research and Studies of the University of Georgia will provide mechanical reproductions of a reasonable amount of material from its various collections, provided that such copying does not compromise the condition of the materials and is consistent with donor instruction and copyright law. Reproductions will be made by library personnel or library-contracted sources only. Reproduction is a privilege and not a service that automatically must be rendered on demand. The method of reproduction is at the sole discretion of the Director of the Russell Library or his/her designated representative. In some cases the physical condition of items involved, the number of items requested, or the intended use by any one researcher may determine whether or not permission is granted.

Copying will be permitted at the discretion of the Director of the Russell Library or his/her designated representative. Folders of materials **will not be copied in their entirety**. Researchers must submit all requests for reproduction services to Russell Library staff. The Library provides a reasonable and limited amount of photocopying as a courtesy to researchers. Photocopying will be done when staff time permits. Oral histories, audiovisual materials and transcriptions may not, in some cases, be available for copying in their entirety. In some cases, particularly when copying is to be extensive, or use will be other than individual research, the Director or his/her designee may require that copies in any format produced for a recipient be returned to the Library when his/her research project has been completed.

The Library provides the reproduction service for a fee which covers preservation management of the original material and labor and supplies for providing the copy. The basis of charges should be made known to the user of the service before reproduction is begun. Special handling charges or fees may be imposed when preservation master copies are needed or when unusually difficult or time-consuming work is required. Preservation master copies paid for by the researcher will be retained by the Russell Library. When permission to publish materials (in any format) is requested, the Russell Library will charge additional preservation use fees. This policy contributes to the ongoing preservation management of the collections by limiting subsequent handling of original materials.

***THE RESEARCHER IS SOLELY RESPONSIBLE FOR THE USE MADE OF ANY MATERIAL SECURED FROM THE UNIVERSITY AND ANY INFRINGEMENT OF COPYRIGHT.*** The researcher who wishes to publish or display any materials also has the responsibility to secure permission from both the owner of the physical property and the holder of the copyright. In all cases, written permission to publish or display Russell Library materials must be secured prior to use from the Russell Library as owner of the physical property. Written requests addressed to the Director, must identify materials to be published, and must state specifically the intended use and the permission sought. **A complimentary copy of the final publication in any format using reproductions from the Russell Library materials must be donated to the Russell Library.**

Reproduction of any item must contain a complete citation to the original. In no case may any materials copied from the collections of the Richard B. Russell Library for Political Research and Studies be passed on to any other person, institution or commercial enterprise. The Director of the Library or his/her designee has the right at any time and without explanation to refuse requests or to limit the amount of material to be copied.

**I, (print name) \_\_\_\_\_ have read the above statement and agree to abide by that statement. I further agree that any use of Library materials will adhere to copyright law, and any infringement will be my sole responsibility. In addition, I will be liable for damage or loss to any Library materials borrowed, and any expense incurred in photocopying or reproduction will be borne by me.**

**I agree to provide the Russell Library a complimentary copy of the final publication or other product that uses these reproductions.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

