

Concordia University Irvine**University Archives****Visitor Registration Form**

Name (please print): _____
(last) (first) (middle)

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Identification: ☐ CUI ID ☐ Driver's License ☐ Other

Description of Research:

Purpose of Research: _____

I have read the Rules of Use on the reverse side of this form and agree to abide by them. I understand that if I do not follow these rules and regulations I can be denied access to the collection.

Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

Rules of Use for University Archives

- Food and drink, including gum, candy, and water, are prohibited.
- The use of cell phones in the reading room is allowed, but set your phone on silent.
- Laptops, notepaper, and writing utensils are allowed in the reading room for research purposes.
- Request all items from the library staff. Browsing shelves and cabinets is allowed; however, items may only be removed from shelves and cabinets by a Librarian.
- No more than three items at one time will be retrieved.
- Do not mark, take notes, or trace on top of library materials. Keep all materials flat on the table.
- All Archives materials must be used under the supervision of the library staff.
- Limited photocopying is possible in compliance with copyright law. Copies will be made for you by the library staff. Do not photocopy material without a librarian's permission.
- All items must be handled gently with care and concern for its preservation. Limit handling of items to the minimum necessary for your research.
- Return all materials to the library staff before leaving. If you must leave the room temporarily, make arrangements with the supervising librarian.
- We do not lend out materials except under limited permission by the Director of the Library.

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