



SOUTHERN MUSEUM OF CIVIL WAR AND LOCOMOTIVE HISTORY
Research Center
Researcher Registration Form

Name: _____

Address: _____

Phone: _____ Email: _____ ID #: _____

Institutional Affiliation: _____

Type of Researcher: _____

Research Purpose: _____

Research Topic: _____

In order to preserve and protect the materials housed in the Southern Museum of Civil War Locomotive History Archives, please observe the following:

1. Before using archival materials, the researcher will fill out this registration form, present a photo ID (university or college ID, driver's license, passport, etc.) to reference staff, and agree to abide by the rules regarding use of manuscripts, rare books, and other items housed in the Archives. Researchers must be 18 years of age or accompanied by a legal guardian.
2. All briefcases, purses, book bags, and backpacks will be stored in the lockers located inside the Reading Room. Additionally, all outerwear, hats, and umbrellas will be placed in these lockers. If preferred a lock can be provided.
3. Smoking, eating, drinking, and cell phone use are prohibited in the Reading Room. If you need to use your phone please take the call outside. Entry, exit, and reentry to the Research Center is through the Southern Museum's front entrance only.
4. Museum collections are used only in the Reading Room. Collections do not circulate. Patrons do not have access to the collections storage areas.
5. Books, folders, personal documents etc. are not permitted in the Reading Room. Any such items must be stored with other personal effects in the Reading Room lockers.
6. Blue paper will be provided for note-taking while using archival material. Notes should be taken in pencil only, and care should be taken to avoid any marking or damage to the collections. Ink pens, markers, highlighters, Sharpies, and other writing utensils besides pencils are not allowed.
7. Researchers may use laptops while researching for notetaking or reference purposes. Computers are not provided by the Southern Museum. Laptop bags and/or cases must be stored with other personal belongings in the Reading Room lockers.
8. To assist in the preservation of documents and books, all researchers will handle materials carefully.

- a. Before handling archival collections researchers must wash and dry their hands. Gloves are only needed if handling photographic or other similar materials. Gloves will be provided by reference staff. When returning from lunch hands must be washed and dried as well.
 - b. Researchers will be granted access to only one box of materials at a time, and should only remove one folder at a time. Staff will provide a place holder for removed folders.
 - c. All collections materials should be kept flat on the surface of the table when in use unless otherwise specified by a reference staff member.
 - d. Papers within a folder should be turned like the pages in a book to maintain original order.
 - e. If any of the contents of a box or folder appear to be out of order, please bring this to the attention of the reference staff member on duty in the Reading Room.
 - f. Archival resources may not be leaned on, written on, folded, traced over, or handled in any way that may damage them.
9. If the physical condition of the original permits, duplication services for items not under special restrictions are available. Ask staff for details of services and related costs. This includes digital images of items in our collections. Any imaging services are accomplished with Southern Museum equipment only. If you would like photocopies to be made of any of the pages, ask for a form from the staff in the Reading Room. Fill out the slip, your name, name of the collection, box, and folder/file number.
 10. When you are finished researching for the day please let a reference staff member know. Reference staff members reserve the right to review collections utilized before a researcher leaves to ensure that the materials are still present and in order.
 11. If researchers demonstrate an inability to abide by the rules set forth in this document staff reserves the right to stop current research and refuse continued access to collections.

12. Agreement Regarding Confidential Information in Manuscripts

The staff of the Southern Museum of Civil War and Locomotive History Archives makes every effort to identify confidential or restricted manuscripts before they are used by patrons. However, the volume of manuscripts housed in the archives, and the varying thoroughness with which they may have been processed, means that a confidential record is occasionally overlooked and may accidentally be discovered by a patron. In the event that a confidential record is discovered during use by a patron, the following measures will apply:

1. The researcher bears no liability for having seen confidential information (medical records, social security numbers, contact information, etc.) but the researcher, upon being informed of or recognizing the confidential nature of the information, may not willfully retain, disclose, distribute, or sell such information. In accordance with O.C.G.A. § 50-18-72 (a) (11.3)(A) “Any person who [does]...shall be guilty of a misdemeanor of a high and aggravated nature....”
2. Upon being made aware of confidential information in requested materials, staff has the authority to stop any ongoing research and deny current access to said material. Staff will also refuse photocopying, transcribing, or further access requests to the confidential collections.
3. Staff may ask for reasonable assurances that all confidential information has been removed from researcher notes, databases, or other manuscripts created by the researcher before researcher leaves the premises.

I have read the rules regarding the use of manuscripts, rare books, and other materials held in Southern Museum of Civil War and Locomotive Archives and agree to abide by them. I understand that the material I use may be protected by the Copyright Law, Title 17, U.S. Code, and that I will be responsible for abiding by the Copyright Law.

Signature _____ **Date** _____

Collection Name/Book Title/Materials Used	Box No./Call No.	Date	Staff