

BERRY COLLEGE ARCHIVES

Researcher Registration Form

1. Photo identification may be required.
2. All materials must be used on the tables in the Archives Reading Room.
3. By signing this form, the researcher consents that staff may inspect or search the person, belongings, etc. of anyone in the Archives at any time, while the researcher is on the premises of Berry College and the researcher consents to such search waiving any right of privacy or legal rights against searches in exchange for the privileges granted by the Archives.
4. The researcher must leave all personal items, not otherwise for note-taking, off research tables.
5. Use pencil or electronic device when taking notes and take care not to erase, fold, mark or otherwise mishandle documents. Flash photography is prohibited.
6. Researcher understands that should they damage, lose, or destroy any materials in any way, Berry College retains the right to require reimbursement for any reasonable damages, value of loss, or the reasonable cost to restore and repair any such materials. Researchers may be barred from entering the premises of the Archives should they fail to reimburse for any such damages.
7. Researcher may use 1 box of archival materials at a time. Please remove 1 folder from the box at a time.
8. Please do not rearrange any of the manuscripts or archival materials. All materials should be maintained in the exact order in which they are received.
9. For a nominal charge, researchers may request copies of archival materials. Please be advised that permission to duplicate may be denied because of donor restrictions, copyright, or possible damage to the materials.
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11. Please follow responsible citation practices, including the following format when citing archival material:
Item and collection identification, Berry College Archives, Memorial Library, Berry College.

I have read the rules regarding the use of the materials held in the Berry College 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 _____

Name _____ Affiliation: _____

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