

# GCHA Reading Room Registration Form

Full Name: \_\_\_\_\_

Preferred Name/ Nickname: \_\_\_\_\_

Pronouns (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

GCHA Relation:

Member

Local Community

Non-Local Community

## Research and Reading Room Guidelines

While in the Reading Room, patrons are required to follow all rules and guidelines. These regulations are in place to preserve our collections for future researchers. Failure to follow these rules, all posted signs, or staff instructions could result in termination of the research appointment or expulsion from the premises.

1. Completion of an annual registration form and a photo ID is required to use the Reading Room.
2. Coats and bags must be kept in the lobby. If you are uncomfortable leaving your belongings in the lobby, they can be placed in the staff office.
3. Personal notetaking and recording devices are permitted, including electronic devices.
4. Only **PENCILS** are permitted for analog notetaking.
5. Physical and digital copying services are available for a fee. Personal camera or phone camera images of collections materials are \$0.15 per image.
6. Food and beverages, including water and gum, are **NOT** permitted. Medications and cough drops are allowed.
7. GCHA retains copyright to all collection materials. Any unauthorized reproduction is strictly forbidden and may result in prosecution.
8. Some records include confidential material. If you come across personally identifiable information during your visit, please alert a staff member and refrain from sharing it publicly.
9. Researchers are expected to arrive promptly at the agreed upon time for appointments. If you are unable to attend an agreed upon appointment, please contact staff as soon as possible.

10. Except in exceptional circumstances, researchers are not allowed unattended in collections storage or the Reading Room.
11. Staff will instruct researchers on the proper handling of any materials. Researchers are not allowed to touch or handle any materials without explicit permission from staff.
12. Please be respectful of other visitors and researchers by silencing electronic devices and taking calls on the porch.

By visiting Pioneer Village, I agree to follow the above rules along with all posted signs and staff instructions. I understand that failure to follow these rules could result in termination of my research appointment or expulsion from the premises.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Staff Use Only**

Registration Date: \_\_\_\_\_

Photo ID Scanned and Saved:  Yes  No

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_