

Walter P.  
**Reuther**  
L i b r a r y

**Researcher Registration**

Name:	Please Check:
Affiliation:	<input type="checkbox"/> Faculty/Staff
Permanent Address:	<input type="checkbox"/> Graduate Student
City: <span style="margin-left: 100px;">State:</span> <span style="margin-left: 100px;">Zip:</span>	<input type="checkbox"/> Undergraduate
Home Phone:	<input type="checkbox"/> Union Member
Cell Phone:	<input type="checkbox"/> Family Historian
Email Address:	<input type="checkbox"/> Other (specify):
Subject of Research:	
How did you learn about the Reuther Library?	
I have read the "Rules of Use of Archival Materials" as printed on the reverse side of this form and agree to abide by them. I will be fully responsible for conforming to copyright laws.	
_____	_____
Signature	Date
To improve communication among those interested in the Library's collections, I give permission to the Library to inform readers of its newsletter and other researchers of my research topic.	
_____ (yes) _____ (no) please initial	
Suggested Research Sources:	Identification:
	Interviewed by:

**WAYNE STATE UNIVERSITY**

## Reference Service Mission Statement

*The rules for use of archival materials at the Walter P. Reuther Library have been established to provide the fullest possible access to collections while maintaining strict preservation standards. Failure to comply with these rules will result in denial of access to the collections. The Archivist at the Reading Room desk will be glad to assist you or will refer you to a staff archivist knowledgeable in your field of interest.*

### RULES FOR USE OF ARCHIVAL MATERIALS

#### Access to Collections:

- Driver's license or other positive identification is required to use the Library collections.
- All briefcases, portfolios, packages, notebooks, coats, computer carrying cases, purses, backpacks, etc. must be left in the lockers that are located in the third floor hall outside the Reading Room. Tokens required to operate the lockers are available at the Reading Room desk.
- To use Library materials, a signed Researcher Registration Form and call slips must be completed.
- A signed Restricted Use Statement is required to use restricted collections.

#### Using Archival Collections:

- All materials are to be used only in the Reading Room.
- Pencil, computer, or audio recording devices may be used for taking notes. Pens are not allowed.
- Scanners of any type are not allowed in the Reading Room. Cell phone cameras may not be used in the Reading Room. The Library reserves the right to refuse to duplicate materials for conservation reasons. Entire collections will not be duplicated.
- Use of any audio recording devices should not disturb other researchers.
- Use only one box at a time. When you take a new box to your table, give the Archivist the collection title and box number.
- Remove only one folder from a box at a time. Use "Out Cards" -- available at the Archivist's desk -- to mark the folder's place within the box.
- Do not fold, write on, or otherwise damage the papers. Please turn pages carefully. Theft or mutilation of the Library holdings is a crime that will be prosecuted.
- The exact order and arrangement of the materials in the collections must be maintained. Make sure all sheets are straight and that no page edges protrude from the folder before returning the folder to the box.
- If any mistake is discovered, please call it to the attention of a staff member. Do not rearrange items or remove anything from the folders, even if you decide to have it duplicated.
- Patrons are not allowed to smoke, eat, drink, or talk on cell phones in the Reading Room. Smoking is not permitted anywhere in the building.

#### Duplication, Citation, and Copyright:

- For our policy on duplication, see the Digitizing Services form available at the Reading Room desk.
- Duplication of fragile materials is not permitted.
- When citing materials from the Library, please use the full name of the collection and of the Library.
- *Example: The John Doe Collection, Box 9, Folder 23, Archives of Labor and Urban Affairs (or University Archives), Wayne State University.* In the event that this research becomes a source for publication, the Library requests a copy of the publication.
- The Library makes no representation that it is the owner of the copyright of any unpublished manuscript.
- It is the responsibility of the researcher to obtain permission to publish from the owner of the copyright.