**Research Registration Form**

**Please print** all information and present it at the front desk with a form of ***current identification***.

Salutation: Ms. 🞎 Mr. 🞎 Other \_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID number\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Send me news about:***

 🞎 Scholarly events and publications 🞎 Genealogy and community history

🞎 Education resources for teachers  🞎 Map and Manuscript Society events and programs

🞎 Young Friends events and programs (for those age 21–45)

**Library Policies**

* Please wear your researcher badge.
* Please use pencils. We have pencils and pencil sharpeners for your use. Items that may accidentally damage library materials, such as pens and markers, are not permitted.
* Please leave coats on the racks and store briefcases, backpacks, and hand bags in the secure lockers in the lobby.
* Laptop computers, paper notebooks that open on three sides, loose paper, and other research supplies are welcome. Please declare all personal research materials at the front desk.
* Please keep cell phones inaudible. If you must place or take a call, please do so in the lobby.
* Food, drink, and chewing gum are not permitted. Please eat and drink only in the lobby.
* Library materials must be used in designated areas.
* **If I choose to take photographs:**
* I agree to take still, non-flash photos only.
* These photos are solely for my research purposes or to share for non-commercial use, such as blogging or other social media.
* I understand that handheld or flatbed scanners are not permitted.
* I will place the HSP photo card in each photo I take.
* If I share these images online, I will cite HSP as the source and not alter them, in compliance with Creative Commons Attribution-NonCommercial-NoDervis CC BY-NC-ND.
* Prior to commercial publication of any kind (print or electronic formats), I agree to contact HSP’s Rights & Reproductions Office to obtain professional quality reproductions (electronic and/or print) and written permission to publish HSP reproductions.
* All materials will be subject to a security check upon leaving the library.

***I have read and agree to abide by the library policies. HSP may deny access to any researcher who, in the judgment of the staff, fails to comply or is disruptive.***

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_