

Research Registration Form

Name* _____

Date of Request* _____ Requested Response Date* _____

Phone number* _____

Email* _____

Mailing Address _____

Institutional Affiliation (if any) _____

Research Details (What can we help you with?) * _____

1. The use of any sort of pen or indelible pencil during the research process is prohibited. We can provide appropriate pencils for your use.
2. Please remove only one folder from a box at a time. This will prevent interfiling items in one folder with those in another. DO NOT remove or rearrange material, or return material to the file. Leave papers out for us to return.
3. All manuscripts, books and artifacts must be handled with care.
4. Please do not touch the surface of photographic prints. They should be handled carefully by their edges.
5. No material may be removed from the research area.
6. Laptop computers may be used to take notes.
7. Cell phone photos or photocopier reproductions are allowed, if the condition of the materials permit such handling. Society volunteers can make photocopying arrangements; nominal copying fees may apply. In some cases the Society may refuse to allow copies to be made, because of restrictions imposed by the donor, copyright law or right-to-privacy statutes.
8. If photos or research are used in published material, attribution should be given as follows:
Photo Courtesy of Hastings Historical Society or Research Courtesy of Hastings Historical Society
9. Permission to publish from unpublished manuscripts or published works under copyright must first be obtained from the holder of the copyright. It is the researcher's responsibility to secure that permission.

10. Note that we are an all-volunteer organization with limited hours. We will try to accommodate all research requests in a timely manner, but would appreciate as much lead time as possible.

I hereby agree to abide by the above regulations*:

Signature

Date