

# USER REGISTRATION FORM

National Hansen's Disease Museum

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The Museum's archives and special collections are open without fee to members of the public, for non-circulating use only. Access to certain collections may be restricted, as explained in the Museum's general restriction policy statement. Your registration on this form will help us to protect the historical materials and will enable us to evaluate the usefulness of the Museum's holdings. Each special collections user must first read and sign this form.

Name:		Date:
Phone:	Email:	
Home Address:		
Address (if different from home address):		

## PHOTO ID:

Type of ID:	<input type="checkbox"/> Driver's License	<input type="checkbox"/> Other (specify) _____
I.D. Card No:	_____	State: _____ Expiration Date: _____

## USER DESCRIPTION:

- University Faculty - School/Dept. \_\_\_\_\_
- University Staff - Office/Dept. \_\_\_\_\_
- University College Student - Major \_\_\_\_\_
- Other Academic Institution ( Faculty  Staff  Student) \_\_\_\_\_
- General Public \_\_\_\_\_

## NATURE OF RESEARCH:

- Research Paper  
Proposed Topic: \_\_\_\_\_ Dept.: \_\_\_\_\_ Course #: \_\_\_\_\_
- Publication  
Proposed Topic: \_\_\_\_\_ Publication: \_\_\_\_\_
- Administrative  
Subject: \_\_\_\_\_  
Name of Office or Department this is for: \_\_\_\_\_
- Other (specify) \_\_\_\_\_  
Subject: \_\_\_\_\_  
Explanation: \_\_\_\_\_

May we inform another user studying a similar topic that you are researching this topic?  Y  N  
(If neither block is checked, we will consider the answer "yes".)

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**GUIDELINES FOR USING THE MATERIALS ("the records") AT THE MUSEUM:**

1. All users must **register** (*this form*), showing positive current photo identification and signing user log daily.
2. **Personal belongings** are to be kept separate from the research area.
3. Due to preservation concerns, **food, drink, smoking** and **Post-It notes** are **not** premitted in the research area.
4. Keep the records in their **present arrangement**; loose pages will stay in order if turned like pages in a book.
5. Please use only **one folder** of materials at a time.
6. To preserve the originals for future use, please make **no marks or erasures** or other changes in the records.
7. Due to the risk of inadvertent damage to documents, use of ink is prohibited; please **use pencil** to take notes.
8. **Theft, destruction or mutilation** of the materials is a crime (*Louisiana Revised Statutes* \_\_\_\_\_).
9. With the exception of some books, the records **may not circulate**; they must stay at the Museum.
10. **Photocopying** is permitted, if it is in accordance with donor agreements and copyright restrictions, unless the item is fragile, exceptionally valuable or too large. When allowed, it is limited to single copies for the user's reference use only. Ask research room attendant for assistance.
11. These materials are provided for **reference use only**. The user agrees to publish no portion of them without the written permission of the Museum, and assumes sole responsibility for any infringement of the literary rights, copyrights or other rights which pertain to these materials.
12. **Citations** should follow this format: National Hansen's Disease Museum, [name of collection], [title of the material referenced], [name of the material's creator], [date(s) of the material's creation].
13. The Museum requests that the user give the Museum a complimentary **copy of any publication** relying heavily on its collection.
14. The National Hansen's Disease Museum wishes to provide its collections for use in every way consistent with good scholarship, productive research and archival preservation. We welcome your comments and suggestions.

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**By signing this form, the user acknowledges responsibility to observe the above guidelines.**

Signature of user \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL RESTRICTION POLICY STATEMENT**

The National Hansen's Disease Museum is committed to making research materials available to users on equal terms of access. The Society of American Archivists and the American Library Association in accordance with the standard professional policy groups whose activities are reflected in the material. Consequently, the use of some materials at the National Hansen's Disease Museum, especially those of recent date, is subject to restrictions. *In addition, please be advised that the Museum provides access only to processed collections.* Use of collections prior to their archival arrangement and description is not permitted due to administrative and legal reasons.