

**Archive User Registration Form
Nicollet County Historical Society**

Name (Print) _____ Driver's License No. & State _____

Permanent Address _____

Local Address _____
(If different from above)

Phone _____ E-mail address _____

Research Topic _____

Regulations for Researchers:

- No material may leave the archives or research area.
- Personal briefcases, personal papers and phones are allowed, but space is limited. Please do not bring baggage. Laptop computers can be used at the discretion of the archivist, but scanners are not permitted. Phone ringers must be turned off or placed in silent mode. Only pencils may be used for writing.
- No smoking, eating, or drinking is allowed in the research area.
- All archival materials must be handled carefully. Please go wash your hands!
 - Use only one folder at a time and keep all papers in the original order.
 - Do not place books or volumes face down.
 - Do not lean or press on archival materials.
 - Do not trace maps or other records.
 - Wear gloves when handling photographs.
- The use of digital cameras without flash or tripod is permitted. Photocopies are generally permitted.
- Access to any collection is at the discretion of the Archivist. If material is contained in the private papers of the Society, then request access to that collection from the Archivist.
- Researchers are responsible for obtaining copyright clearance to publish or otherwise reproduce or distribute archival material.
- When publishing materials provided by the Society, please use the following citation:

“COURTESY NICOLLET COUNTY HISTORICAL SOCIETY”

Copies

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I have read the above rules and agree to abide by them. I understand that failure to comply may result in the denial of access to the Nicollet County Historical Society Archives.

Signature of Researcher

Date