

ALBANY INSTITUTE OF HISTORY & ART

RESEARCHER REGISTRATION FORM

NAME: _____

ADDRESS: _____
(STREET)

_____ (CITY) (STATE / COUNTRY) (ZIP CODE)

TELEPHONE: _____ Fax: _____

E-MAIL _____

INSTITUTIONAL AFFILIATION: _____

SUBJECT OF RESEARCH: _____

Are you a member of the Albany Institute of History & Art?

Yes No

I have read, understood, and agree to abide by the regulations and policies of the Albany Institute of History & Art Library (on page 2 of this form).

SIGNATURE: _____ DATE: _____

STAFF USE

- Researcher information verified by ID / type _____ Staff Initials _____ Date _____
 Library policies and procedures explained
 Orientation to Reading Room and catalog provided

Preservation Guidelines

For the care and protection of our valuable collections, the following rules must be followed by all AIHA Library users. We appreciate your cooperation.

- Notes are to be taken with pencil ONLY.
- Materials may not be leaned on, written on top of, or have heavy or sharp objects placed on top of them.
- Backpacks, purses, laptop computer cases, packages, overcoats, umbrellas, notepads, pens, and other similar materials are not allowed in the Library.
- Materials may not be removed from the Library.
- Hands must be clean or gloves worn.
- Gloves must be worn at all times when handling photographic materials that are not in sleeves.
- Manuscript and Special Collection materials may be used only by readers whose research requires the use of original sources.
- Access to certain collections may be governed by law, reason of their origin, or donors. The Library also reserves the right to restrict the use of materials that are not arranged, are of exceptional value, and are fragile.
- Researchers will be limited to one manuscript folder or volume at a time.
- Manuscripts must be maintained by the reader in the order that they are received. If errors of arrangement or identification are noted, please inform the library staff.
- Permission to publish any material must be requested in writing prior to publication.
- Photocopies will be made at the discretion of the library staff. The Library reserves the right to withhold permission for the reproduction of any material especially when copying may cause physical damage.