

THE COLUMBUS INDIANA ARCHITECTURAL ARCHIVES

USER REGISTRATION FORM

LAST NAME

FIRST NAME

COMPANY

ADDRESS

PHONE

EMAIL@.....

STATUS :
..... Architect
..... Undergraduate Student Graduate Student
..... City /County Government Public
..... Other

SUBJECT OF RESEARCH :

PURPOSE OF RESEARCH :
..... Renovation Continuing Education
..... Book Article
..... Class Paper Thesis/Dissertation
..... City/County Government Planning
..... General Interest
..... Other

PLEASE READ THE POLICIES ON THE NEXT PAGE, THAT GOVERN THE USE OF THE ARCHIVES

[TO BE COMPLETED BY CIAA STAFF] Number of visits Number of copies

Records used (set #, accession # and short description)
.....
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REGULATIONS GOVERNING ACCESS AND USE OF MATERIALS IN THE COLUMBUS INDIANA ARCHITECTURAL ARCHIVES (CIAA)

REGISTRATION

- 1) All users must read, complete, and sign a User-Registration form. The form is valid for that calendar year only.
- 2) All users must provide a valid form of picture identification.
- 3) Access to materials, in most cases, will be granted after a completed User-Registration Form has been received and approved.

ACCESS TO MATERIAL

- 1) The Columbus Indiana Architectural Archives reserves the right to contact the current owner/s and/or occupants of structures depicted in the requested records. Some records may be restricted by statute, donor agreement, current owner/occupant of the structure, or the CIAA.
- 2) Requests to study materials should be made at least two weeks prior to your visit so that CIAA staff can retrieve and review the records that have been requested. Because of limited hours and staff, researchers wanting to visit the CIAA must make an appointment.
- 3) The one-room, CIAA facility is a working storage area and reading room used by both researchers and CIAA staff. Both CIAA staff and researchers are asked to keep talking and other noise to a minimum.
- 4) All storage cabinets and drawers are to be accessed by staff only. Patrons requiring additional materials must make an inquiry with the staff member on duty. All materials requested by the patron will be retrieved by staff.
- 5) Only a limited amount of materials may be used at one time. Patrons may be required to return materials before additional materials are released to them.
- 6) The CIAA reserves the right to restrict access to collections that have not been processed, are of exceptional value, or are fragile.
- 7) Researchers requesting the CIAA conduct extensive research and reference service may be asked to hire an independent researcher.

USE OF MATERIALS

- 1) All materials are non-circulating, and must be used in the reading room of the CIAA. Some materials may be borrowed by qualified individuals and entities only after review by the CIAA.
- 2) Materials may not be removed from the reading room of the CIAA.
- 3) Patrons may only use pencil, paper and laptop computers; all other materials including pens, coats, hats, backpacks, bags, purses, cell-phones, cameras, and folders of any type must be left near the entrance of the CIAA or with the staff member on duty.
- 4) Food, drinks, and smoking are not permitted.
- 5) Materials must be handled with care, and must remain in their original order. Patrons must not lean on or trace materials. In some cases, the CIAA will provide the patron with gloves for handling certain materials.
- 6) Patrons may not write on any of the documents provided, nor may they erase/remove markings on documents.

PHOTODUPLICATION

- 1) Photo duplication of material in the Archives will be considered by the CIAA. Physical preservation of all materials housed in the Archives is our first priority. There may be cases where copy work is limited to photographic processes.
- 2) Users will be charged for photo duplication (ask to view a current copy of our fee schedule). The copying of large amounts of materials is discouraged, and may not be permitted under copyright law.
- 3) Access and permission to copy documents in the collections depend upon the condition of the material, legal restrictions, considerations of confidentiality, privacy, and donor requirements. The CIAA will make the final decision on all copy requests.

PERMISSIONS

- 1) Permission to examine materials is not an authorization to publish them. Separate written application for permission to publish must be made to the Columbus Indiana Architectural Archives (request applicable forms from staff). The Columbus Indiana Architectural Archives does not assume any responsibility for infringement of copyrights held by others.

I have read the above-listed regulations, and I agree to abide by them.

Signature Date