

CHICAGO HISTORY MUSEUM RESEARCH CENTER REGISTRATION

NAME (last, first) _____

PERMANENT ADDRESS _____

CITY _____ STATE _____ COUNTRY _____ ZIPCODE _____

PHONE _____ FAX _____ E-MAIL _____

LOCAL ADDRESS (if different from above) _____

CITY _____ STATE _____ ZIPCODE _____ PHONE _____

RESEARCH TOPIC: _____

RESEARCH CENTER USE GUIDELINES

Research materials are rare and unique. To protect and maintain our collections for use by future researchers, we ask you to observe the following guidelines when working in the Research Center:

- Please check all hats, coats, other outerwear, briefcases, bags, books, cameras, recording devices, and other materials that are not essential for research, at the first floor checkroom.
- Use only pencil and paper or portable computers (but please check case) for taking notes.
- Please handle all research materials with care. Avoid taking notes on top of them or holding them in ways that will tear, fold, or otherwise damage them. Plastic protectors are provided for tracing from approved materials.
- When working with visual materials, always wear white cotton gloves (the Center provides these).
- Do not bring food and drink into the Research Center. Do not chew gum.
- Turn off cell phones when working in the Research Center.
- No material may be removed from the Research Center.

RESEARCH CENTER RESEARCHER'S AGREEMENT

By signing below, I agree to abide by the Research Center Use Guidelines and by copyright and other laws relating to the Museum's collections and to observe specific restrictions placed upon individual collections by the Museum or individual donors. Information on such restrictions is available from the Research Center staff. ***Failure to adhere to Research Center policies will result in denial of access to the Research Center.***

YOUR SIGNATURE _____

TODAY'S DATE _____

PLEASE DO NOT PUT MY NAME ON A CHS MAILING LIST

CHM Research Center Staff Use Only
Driver's license or other I. D. type and number _____