APPLICATION FOR USE OF MATERIALS

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Name: ________________________________________________ Date:__________________
Permanent Address: _____________________________________ Phone:_________________
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Local Address: __________________________________________ Phone:_________________
Institutional Affiliation: ____________________________________________

Academic Status (if any):  (       ) Undergraduate  (       ) Graduate Student
(       ) Faculty  (       ) Staff  (       ) Other

Purpose of Research:  (       ) Student Paper  (       ) M.A. Thesis  (       ) Dissertation
(       ) Article  (       ) Book  (       ) Personal Interest

Subject of Research (please be specific): _______________________________________________

________________________________________________________________________________

RULES GOVERNING THE USE OF MATERIALS

PERMISSION TO EXAMINE:
Permission to examine materials will be granted to all persons who complete this application form, provide valid picture identification, and agree to abide by the following rules:

• Permission is granted subject to restrictions that may have been placed on the material by its donors or depositors.
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• In certain cases, researchers may be required to use reproductions when such are available.
• A separate call slip for each group of materials will be completed.
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• Pencils, note paper, laptops, film/digital cameras and tripods and cell phones (must be set to vibrate) may be taken into the reading room. All belongings taken into the reading room are subject to inspection by the staff.
• Eating and drinking are prohibited in the reading room and reference area.

USE OF MATERIALS:

• All materials must be used in the John P. McDonald Reading Room.
• Researchers are responsible for safeguarding any materials made available for use.
• Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them.
• Researchers are asked to maintain the established order of materials in folders and boxes and to notify staff if materials are misfiled.
• Materials should be carefully replaced in folders and boxes so that edges do not protrude.
• Materials no longer needed should be returned to the reference desk.
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[Item Description, # : #], [Collection title]. Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.

Examples:
David Laine to Edward Ingraham, January 5, 1945, Folder 65, Edward Ingraham Papers. Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.

Trial brief: “1933-36 Preparation for Aggression”, Folder 7208, Thomas J. Dodd Papers. Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.

Original mss. sent to printer and returned by E. Wilentz, Folder 350, Charles Olson Research Collection. Archives and Special Collections at the Thomas J. Dodd Research Center, University of Connecticut Libraries.

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___________________________________________  ___________________________
Signature of researcher      Date

_____________________________________________  _____________________________
Approved by  Date

Personal information provided in this document will be kept on file for one year.