Delaware State University Archives and Special Collections
User Policies and Patron Registration Form

1. Researchers must abide by all signs, written policies, and any staff member instruction while accessing materials.
2. No food, beverages (including water), or gum are permitted in the University Archives.
3. The following items are prohibited in the reading room: ink pens, markers, highlighters, colored pencils, scissors, tape, Post-it or similar self-adhesive notes.
4. To protect the collections, users will be required to place coats and bags in provided storage.
5. Researchers agree to wash their hands to protect the materials that they are accessing and/or wear gloves as directed.
6. Unprocessed collections are closed to the public. With a written request submitted 48 hours in advance of a visit, limited access may be available on a case-by-case basis.
7. Researchers are required to present a valid photo ID (student/faculty ID card, drivers license, passport) and complete the researcher registration form attached to these policies.
9. Patrons are permitted to use one box at a time. Only one folder should be removed from the box at a time and a placeholder should be placed where the folder was to ensure proper refilling. Order of items in folders must be maintained.
10. Materials must be handled carefully. All items must be used flat on the table. Do not make any marks on materials or affix extraneous items such as Post-it notes. No books, papers, or other objects (except special weights used to hold materials flat) may be laid upon materials. Please report to the staff any concerns about the material. Do not attempt to refile anything that appears to be out of place, but instead bring it to the attention of staff.
11. Users agree to use preferred citation format (handout with examples available in the reading room).
12. All patrons are strongly encouraged to arrange an appointment in advance with the University Archivist and Special Collections Librarian, Emily Cottle (ecottle@desu.edu, 302-857-6130). This will ensure that we have materials that you need and have them ready to go upon your arrival.

Please print clearly:

Name: ____________________________________________

Affiliation: □ Student □ Alumni □ Faculty/Staff □ Retired Faculty/Staff □ Outside researcher

D-number (if applicable): ______________________________

Email address: ______________________________ Phone number: ____________

I have read the above policies and agree to abide by them.

Signature: ______________________________ Date: ____________

Staff use only

ID Presented: □ DSU ID □ License □ Passport □ Other __________________

Form received by: ______________________________ Date: ____________