

[Appendix 2: Archives User Registration Form—2 pages]



A voice for
Pennsylvania's Libraries

All users must complete this form before using
the PaLA Archives. A copy will be retained by:
Archives Committee, c/o
Pennsylvania Library Association Headquarters
220 Cumberland Parkway, Suite 10
Mechanicsburg, PA 17055
(717) 766-7663

**Pennsylvania Library Association Archives
User Registration Form**

About the user

Name _____

Institution _____

Current affiliation with PaLA (check if applicable)

Officer of _____ Board/Chapter/Division/Committee/Round Table

General member

No affiliation with PaLA

Address (street) _____

Address (city/state/zip) _____

Phone _____

E-mail _____

Emergency contact (optional) _____

Topic of your research _____

Purpose of your research (check if applicable)

PaLA business

College or school research assignment

Other _____

Do you intend to publish your findings (online, print, presentation, exhibit, or in some other medium)?

Yes

No

Agreement

I agree to follow these rules of using the PaLA archives:

- Users will retain the organization scheme of documents and folders in the archives. To keep papers in order, users must only open one box and one folder at a time.
- Users will handle items with utmost care and will report fragile or damaged documents immediately to the Archives and History Committee or headquarters staff.
- Users will not mark, highlight, staple, clip, dog-ear, or otherwise mark archive materials.
- Users will not bring pens, scissors, food, drinks, and other items which may damage historical documents into the research area. Also, users will not bring envelopes, folders, binders, large bags, and other enclosures which may conceal documents near the research area.
- Under no circumstances will users take or borrow items from the PaLA archives. If a copy of a paper document is needed, the PaLA Archives and History Committee or headquarters staff will provide a photocopy.
- PaLA retains copyright to all association materials in the archives dated 1923 and later. Users will credit the “Pennsylvania Library Association Archives” in all publications and provide a copy of the publication to the PaLA archives. Also, authors will obtain written permission from PaLA for extensive quotation, and before publishing, digitizing, or otherwise disseminating substantial portions of documents.
- Users may be refused permission to use the archives in the future if harmful or disruptive behavior continues after warning.

Signature

User _____

Date _____

To be filled out by the PaLA Archives and History Committee chair or designee

Researcher assisted by _____

Date _____

Records used

Series/Boxes: _____

Folders/Date Ranges: _____

Any difficulties observed or follow-up needed with this researcher _____