

**DAVID M. RUBENSTEIN RARE BOOK & MANUSCRIPT LIBRARY**

PATRON REGISTRATION FORM

Staff Use:

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Entered by: \_\_\_\_\_

Check for signature: \_\_\_\_\_

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**REGISTRATION INFORMATION**

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Institutional Affiliation (if any): \_\_\_\_\_

Academic Status (if any):

undergraduate (year) \_\_\_\_\_ staff (position) \_\_\_\_\_

graduate student (dept.) \_\_\_\_\_ other \_\_\_\_\_

faculty (dept.) \_\_\_\_\_

The staff of the Library \_\_\_\_ may/ \_\_\_\_ may not reveal my name and the subject of my research to other researchers working or planning to work on related topics.

**WORKING IN THE RESEARCH ROOM**

- Only pencils may be used. Pens are not allowed.
- Computers and cameras removed from cases may be used. Use of other equipment such as tape recorders or scanners must be approved by staff.
- All materials taken into the research room, including papers and laptops, will be inspected by the staff at the desk when you are ready to leave.
- Notebooks without pockets and blank loose leaf paper are permitted.
- Materials may not be removed from the research room.
- Food and drinks are not allowed in the research room.
- Please notify the staff if you discover damaged, disordered, or missing materials.
- You must get approval for photocopying, scanning, and photographing from the reference staff. Some items may not be copied by researchers.

**SECURITY**

- The library will retain in perpetuity a record of the materials I have requested for use. It is the policy of the University Library that the privacy of all users in regard to circulation records will be respected in compliance with federal and state laws and professional standards.
- The reading room and other areas of the library are under taped camera surveillance.

## **RESTRICTIONS**

- I agree to abide by any restrictions placed on the collections I use.

## **COPYRIGHT & INTELLECTUAL PROPERTY**

- I understand that the manuscripts materials which I examine may be subject to copyright law (Title 17, U.S. Code) and that release of certain information contained in them may give rise to liability (e.g. for defamation or invasion of privacy). Copyright law also governs the making of photocopies or other reproductions of copyrighted material.
- Libraries and archives allow photocopying or other reproduction of materials. Photocopies or reproductions are not to be "used for any purpose other than private study, scholarship, or research." If a researcher later uses a photocopy or reproduction for purposes in excess of "fair use," that researcher may be liable for copyright infringement. This institution reserves the right to refuse to allow copying if, in its judgment, fulfillment of the order would involve violation of copyright law.
- I understand that reproductions of materials are for personal research only and are not to be further reproduced, placed on a website, sold, or placed in another repository without prior written permission from the Rubenstein Library.
- I agree to indemnify and hold harmless Duke University, its officers, employees and agents from and against all suits, claims, actions and expenses arising out of my use or reproduction of collections in the Rubenstein Library.
- I agree to secure written permission from the Rubenstein Library prior to publication, including online distribution, of any material from the Library's collections.

## **LEGAL RESPONSIBILITIES & PRIVACY RIGHTS**

- In consulting 20th and 21st century collections I may have access to records and personal writings of living individuals whose privacy rights and/or literary and copyrights must be respected. Unpublished as well as published writings are protected by copyright. Materials such as private legal records, counseling records, student and faculty records and information, job candidate information, letters of recommendation, employment records, certain congressional papers, professional dream interpretation, and medical records may all be protected by law or by third-party privacy rights.
- Living individuals have a legally enforceable right to privacy and release of personally identifiable information contained in archival collections may give rise to liability (e.g., for defamation of character or invasion of privacy). I acknowledge that the use of names of living individuals or other personally identifiable information from any of the above kinds of protected materials in anything I write, publish in any form, exhibit, or broadcast is prohibited without their consent.

I have read the above information and agree to abide by these regulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_