REGISTRATION SLIP

CITY OF PHILADELPHIA
DEPARTMENT OF RECORDS
CITY ARCHIVES

DATE	TIME IN

"YOUR" NAME *(PRINTED)*

ADDRESS

CITY STATE ZIP CODE

INSTITUTION/ORGANIZATION

IDENTIFICATION *(DRIVER'S LICENSE, EMPLOYEE I.D., STUDENT OR FACULTY I.D., ETC.)*

TELEPHONE NUMBER

PLEASE CHECK ONE

- ☐ Genealogist
- ☐ Title Seacher
- ☐ Historian
- ☐ College/Graduate Student
- ☐ High School Student
- ☐ Other_____
- ☐ City Employee
- ☐ Faculty Member

SUBJECT OF RESEARCH

Requesting Materials: Please provide as much information as possible to clearly identify the items requested and give this registration slip to a staff member for retrieval. Additional items will be added to this registration slip as they are requested. Return all items to a staff member when you are finished.

Please provide the following for **Microfilm** *(title and reel number)*; **Microfiche** *(book and fiche number)*; **Paper Records** *(record series title and number)*; **Photographs** *(folder number).*

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PLEASE READ OUR RULES ON REVERSE SIDE AND SIGN YOUR NAME

INTRODUCTION

The materials housed in the City Archives are non-circulating. Some of them are in fragile condition and largely irreplaceable, therefore certain precautions are necessary. The following rules are designed to instruct readers in the special handling procedures needed to preserve these materials for future scholars.

MATERIALS BROUGHT TO THE READING ROOM

The researcher may bring only those materials needed for research and a pencil to the reading room tables. The use of any kind of pen is prohibited. Coats must be hung on the coat rack; briefcases and other items must be placed in the storage lockers. The reading room attendant can provide you with a key to a locker.

PERMISSION TO EXAMINE

Permission to examine archival materials is subject to whatever restrictions may have been placed on the materials by the record creating agency or the repository. Materials will only be presented to a researcher upon the completion of a call slip and agreeing to abide by the rules stated here.

REGISTRATION

Researchers must fill out and sign a registration slip each visit. Acceptable identification (Social Security Card or identification card with photograph) is required for use of original archival materials. The daily register must also be signed each visit by all researchers, ***(you must check with the receptionist before using a microfilm reader).*** In times of heavy usage customers will be restricted to a two hour period on the microfilm readers.

PROTECTION OF MATERIALS

A researcher is responsible for the safeguarding of all materials made available to him/her in the reading room. Researchers may not remove materials from the reading room for any purpose or rearrange the order in which they are delivered. Materials may not be leaned on, written on, folded, or handled in anyway likely to damage them. In certain cases, researchers may be required to use microfilm or photocopies of materials when such copies are available. Eating, drinking, and smoking are prohibited in the reading room. Researchers are requested to wash their hands before using materials and avoid using any creams or lotions thereafter as grease can transfer to the materials causing considerable damage.

PERMISSION TO PUBLISH

Permission to examine materials is not an authorization to publish them. Separate written application for permission to publish must be made to the City Archives. Researchers who plan eventual publication of their work should inquire concerning general restrictions on publication before beginning their research. To the extent that it may properly do so, the City Archives will ordinarily grant the usual publication rights to applicants. In granting permission to publish, the City Archives does not surrender its own right after that to publish any of the materials from its collection or grant permission to others to publish them. If the City Archives grants permission to publish, the location of the cited material shall be indicated in the published work. A free copy of all publications that rely heavily on material in the City Archives should be presented to the City Archives upon publication. The City Archives does not assume any responsibility for infringement of copyright in the materials held by others.

RECOMMENDED CITATION

For citations in published or unpublished papers, this repository should be listed as the City of Philadelphia, Department of Records, City Archives. Materials should be cited as in the following example: "City of Philadelphia, Department of Records, City Archives, RG 81, Department of Public Health and Charities."

PHOTODUPLICATION

The City Archives will consider requests for the photoduplication of material when such duplication be done without injury to the materials.

EXCLUSIVE RIGHTS

Exclusive rights to examine or publish will not be granted.

Data from this form will be used to compile statistical and research topic summaries. We attempt to inform researchers working in related fields of similar research interests. Can we mention your name and information about your research topic to other interested researchers?

☐ YES ☐ NO

I have received a copy of the City Archives' rules, which I have read, I understand, and agree to abide by in the use of the City Archives' materials.

Signature _____ ***Date*** _____

IF YOU HAVE A DISABILITY AND REQUIRE AN ACCOMMODATION IN ORDER TO COMPLETE THIS FORM AND/OR TO PARTICIPATE IN A PROGRAM OR SERVICE, CONTRACT THE ADA COORDINATOR AT 686-9667 (V) OR 686-6100 (V, TTY)

COMMENTS AND/OR SUGGESTIONS