



Special Collections and Archives  
Elizabeth Huth Coates Library  
One Trinity Place  
San Antonio, TX 78212  
210.999.7355  
archives@trinity.edu

## Registration Form Special Collections & Archives

---

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Institution: \_\_\_\_\_

Special Collections and Archives (SCA) materials are non-circulating and available for research in the reading room. Registrations and permission to examine materials will normally be granted to current faculty, staff, students, and alumni of Trinity University and outside researchers for specific purposes. Use of special collection materials is subject to any restrictions that have been placed on a specific collection.

Affiliation:  Student  Faculty/Staff  Alumni  Public  Visiting scholar

Permission to consult does not carry with it permission to publish. Researchers must read these guidelines and sign the Application for Use of Special Collections & Archives prior to gaining access to materials. By doing so, the researcher agrees to the terms and conditions stated below.

We hope that the time you spend in the SCA reading room will be both productive and pleasant. If you have any questions, please do not hesitate to ask for assistance.

My signature is assurance that I have read the *Guidelines for the Use of Special Collections & Archives* and that I agree to abide by them.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Guidelines for the Use of Special Collections & Archives

---

### READING ROOM GUIDELINES

- Researchers are required to complete and sign the registration form.
- Archival material and rare books are to be consulted only in the Reading Room and do not circulate.
- Materials that may be used in the Reading Room are as follows:
  - Laptops and tablets
  - Cameras and phones without flash
  - Notepaper and notebooks
  - lead pencils
- All other belongings must be stored in the lockers of the coat closet during your visit.
- Personal scanners of any kind may not be used.
- Eating and drinking are not permitted.
- Do not lean on, write on, fold or handle materials in a way that may damage them. Tracing is not permitted. Use of special formats or fragile materials may require special handling or additional consultation with the archivist or librarian.
- Please remove only one folder from a box at a time and replace all materials in their original order.
- SCA may request to review your belongings to ensure no SCA material was accidentally packed up
- Requests for reproductions should be presented to appropriate SCA staff.

### COPYRIGHT NOTICE

Materials in the Coates Library Special Collections & Archives may be protected by copyright law (Title 17, U.S. Code). It is the researcher's responsibility to determine if such rights exist and to obtain permission from the copyright owner to reproduce or otherwise use the materials. The researcher is responsible for securing permission to quote and publish from the copyright owner or his/her heirs in cases where the library holds material as property without at the same time holding the literary rights and copyrights vested in them. Coates Library make no representation that it is the owner of the literary rights and copyrights (other than official records), unless such rights have been specifically transferred by the donor or by the literary heirs. As a condition of use, the researcher assumes full legal responsibility for any infringement of literary, copyright, or publication rights belonging to the author or creator, his/her heirs or assigns.