

**Lloyd Library**  
**Patron Registration**

Please read the Reading Room Guidelines on the back of this form and complete all applicable sections (please print):

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

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

Institutional/professional affiliation and/or field of study:

\_\_\_\_\_

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

Permanent home address:

\_\_\_\_\_

Temporary local address (for visiting researchers):

\_\_\_\_\_

Phone (home/cell): \_\_\_\_\_ Phone (work): \_\_\_\_\_

Copy of photo ID:

I have read the Reading Room Guidelines and agree to abide by all listed regulations. I accept responsibility for the safe handling and return of all materials used.

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

## **Lloyd Library**

### **Reading Room Guidelines**

- Researchers requesting materials from the closed stacks must have an up-to-date research registration form on file and provide government-issued identification.
- Registered users must sign in at each visit.
- No food or drink is permitted in the Reading Room.
- All coats, umbrellas, book bags, laptop bags, purses, and other personal items are to be left in the coat closet.
- Laptops, tablets, cell phones, paper and pencil are the only items permitted for use in the Reading Room. Pens are not permitted. Electronic devices are to be set in silent mode. Phone calls must be taken outside.
- Items will be checked out for use in the Reading Room and may not be removed from the Reading Room.
- The number of items retrieved at one time and the location of their use is at the discretion of Library staff.
- Care of the materials:
  - Materials are not to be written on, mishandled, altered, leaned on, folded, or traced. Use extreme care when unfolding plates or maps.
  - Ask for assistance if uncertain of proper handling.
  - Researchers may photograph materials using personal cameras but only for purposes of private study, scholarship, research, or classroom use.
  - Use of a flash photography is not permitted. Images may not be published in print or online or transferred to any other person or institution without first obtaining written permission from the Lloyd Library.
  - Requests for scanning or photocopying must be approved and done by library staff. Staff reserves the right to refuse or limit copy requests based on condition of the materials.
  - Each item must be returned before a patron leaves the Library. Material may be reserved for a limited time by arrangement with staff.
- Rare Books:
  - Researchers will be asked to wash and dry hands prior to using rare materials. Gloves are not required or recommended.
  - Researchers must sit at a table in Reading Room next to the reference desk.
  - Usage of rare books is limited to five at a time. Only one elephant folio may be used at a time.
  - All rare books must be used with foam book supports and book weights. Staff is available to instruct in their proper use.
- Archives and Manuscripts:
  - Researchers will be asked to wash and dry hands prior to using rare materials. Gloves are not required or recommended.
  - Researchers must sit at a table in Reading Room next to the reference desk.
  - Usage of archives material is limited to one box at a time.
  - Notes are to be taken on electronic devices or on yellow paper provided by the Library.