Research Form

The Ingraham Memorial Research Library is committed to making collections available to the public. We must balance this commitment with our mission to preserve the documents entrusted to our care. It is the responsibility of all researchers to assist in the preservation of archival items. Please read the guidelines for use provided to all researchers so that you may help us ensure these items are available for future use. Please print clearly and fill in all information.

Personal Information

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
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<td>Street Address</td>
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<td>City ST ZIP Code</td>
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<td>Home Phone</td>
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<td>E-Mail Address</td>
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<td>Institutional Affiliation</td>
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Membership

Are you a member of the Litchfield Historical Society?  ___ Yes  ___ No  
Are you interested in becoming a member?  ___ Yes  ___ No

Research Questions

Please describe the topic(s) of your research. Do you intend to publish?  ___ Yes  ___ No  If yes, please explain.

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
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___________________________________________________________________________________________

May we inform another user studying a similar topic that you are researching the same topic?  ___ Yes  ___ No

Agreement and Signature

I have read the research room rules provided and I agree to abide by them.

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<th>Name (printed)</th>
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<tr>
<td>Signature</td>
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<td>Date</td>
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For staff use only:
Date of visit  Assisted by  
Time spent with patron  Follow up required  ___ Yes  ___ No
Ingraham Memorial Research Library

**Hours:** Tuesday-Friday 10 am – 12 pm  
1 pm – 4 pm  
The Research Room closes between 12 pm and 1 pm daily.

**Registration and Security Regulations:**
- All researchers are required to fill out a research form and return it to a staff member.
- All materials are non-circulating and cannot be taken out of the reading room.
- Researchers will be provided with lockers for their belongings. The Litchfield Historical Society is not responsible for any lost items.
- Researchers refusing to comply with Research Room Guidelines or whose actions present a danger to the documents or annoyance to other researchers will be denied access to archival collections and/or will be asked to leave.

**Handling Guidelines:**
- No food, drink, or chewing gum.
- No pens of any kind; please use the pencils provided.
- Please wash your hands before requesting any archival material.
- Books and manuscripts may be consulted only in the Reading Room. Patrons fill out call-slips to request collection items and are responsible for all material charged out to them until they return it to the Reading Room desk. The number of items called for at one time may be limited at the discretion of the staff.
- The use of protective gloves may be required with the use of photographs and some documents.
- Documents may not be leaned upon, written on, traced, altered, or handled in any way that can do harm.
- Do not remove documents from folders. The exact order and arrangement of the papers must be maintained. Do not rearrange items yourself.

**Reproduction Guidelines:**
- It is the responsibility of each researcher to secure permission to publish materials in the Ingraham Memorial Research Library.
- Photocopying is limited to 25 per patron per day. Large orders may be mailed at the patron’s expense or picked up at a later date. We reserve the right to refuse to copy materials that are too brittle, fragile, or tightly bound for safe copying.

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### PHOTOCOPY FEE SCHEDULE

**Black and white per side:**
- 8 ½ x 11.................................25¢
- 8 ½ x 14.................................35¢
- 11 x 17.................................45¢

**Color per side:**
- 8 ½ x 11.................................$2
- 8 ½ x 14.................................$3
- 11 x 17.................................$4

**Microfilm printer**...............25¢

Staff members must approve all photocopying and photographic reproduction. Staff will not reproduce material if it is fragile in nature or if the terms of the donor agreement for the collection does not allow copying. The staff will make every effort to produce copies in a timely manner, but large requests may not be available the same day.

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Litchfield Historical Society

Manuscript Collection Separation Sheet

Collection Name:________________________ Acc. No. ______________________

Type of Material:_____________________________________________ Size:_____

Number of Items:_________ Total Volume:______________________________

Description (list each container and folder where necessary):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Originally filed in Container:______________________________________________
as part of (filing system): ___________________________________________

Now located in:__________________________________________________________
specific location:___________________________________________________

Separation Date:_______________ Separated by:_____________________________

Remarks: _______________________________________________________________
________________________________________________________________________
________________________________________________________________________
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Note: File one copy in original location, one copy with material in new location, one copy in collection file and one copy with finding aid.