

## 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

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	
Institutional Affiliation	

### 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.


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.

Name (printed)	
Signature	
Date	

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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.

**Warning Concerning Copyright Restrictions**

The copyright law of the United States (Title 17, United States Code) governs the making of Photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a Photocopy of other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

**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.

Photocopies are provided solely for private study, scholarship, or research use. In making copies available, the Helga J. Ingraham Memorial Library DOES NOT thereby grant permission to reproduce or quote for publication. It is the responsibility of the researcher to obtain permission from the copyright holder.

**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):** \_\_\_\_\_

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**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.**