

Research Registration Form

Please Print

Name _____ Date _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

Please note that languages books, vertical file, rare books, archival and manuscript materials and photographs are available for consultation Monday-Friday, 8:30am – 4:45pm only.

Advance appointments, especially for those using these resources for the first time, are strongly encouraged.

Affiliation

Northwestern: Faculty__ Graduate student__ Undergraduate__ Staff__ Alumnus/a__
Department, if applicable: _____

Non-Northwestern: Faculty__ Graduate/Undergraduate Student__ Public__
School, Institution, or Company, if applicable _____

Information or materials sought:

Purpose/project:

RESEARCH AGREEMENT

Your signature below indicates that you have read and accepted the terms and conditions as outlined in "Rules and regulations for use of Africana special materials," a copy of which you have been given.

Signed:

For HL use: Attending staff _____ DeskTracker? _____

Notes:

Rules and regulations for use of Africana special materials

Please note the following rules for use of special materials from the Herskovits Library of African Studies:

- Language books, vertical file, rare books, archival and manuscript materials, photographs, and posters are available for consultation Monday-Friday, 8:30am-4:45pm.
- All special materials will be delivered to researchers following completion of the "Research Registration Form."
- Materials are non-circulating.
- Materials will be delivered, one item at a time, for use at an assigned open carrel or index table.
- Keep loose materials in order.
- Handle all materials with care. Gloves must be used at all times with photographs and may be required with manuscripts and rare books.
- No pens; please use pencils for note-taking.
- No food or beverages.
- No self-service photocopying or scanning without permission.

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