

# RESEARCH REGISTRATION FORM

PLEASE PRINT CLEARLY

Salutation Ms. ☐ Mr. ☐ Other \_\_\_\_\_ Preferred Pronouns \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Type of ID \_\_\_\_\_ ID number \_\_\_\_\_ State/Country \_\_\_\_\_ DOB \_\_\_\_\_

How would you describe yourself ? (check all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Independent Researcher      | <input type="checkbox"/> Student - Undergraduate       | <input type="checkbox"/> Librarian/Archivist      |
| <input type="checkbox"/> Scholar/Academic Researcher | <input type="checkbox"/> Student - Graduate            | <input type="checkbox"/> Author/Writer            |
| <input type="checkbox"/> Family Historian            | <input type="checkbox"/> Educator - K-12               | <input type="checkbox"/> Media Professional       |
| <input type="checkbox"/> Professional Genealogist    | <input type="checkbox"/> Educator - College/University | <input type="checkbox"/> Performing/Visual Artist |
| <input type="checkbox"/> Other: _____                |  |   |

Institutional, organizational, or academic affiliation (if applicable): \_\_\_\_\_

How did you hear about HSP?:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Search engine/online     | <input type="checkbox"/> Friend/family/colleague | <input type="checkbox"/> Publication/citation                |
| <input type="checkbox"/> Genealogy website        | <input type="checkbox"/> School or course        | <input type="checkbox"/> Media (social, tv, newspaper, etc.) |
| <input type="checkbox"/> Word of mouth/reputation | <input type="checkbox"/> Library or archive      | <input type="checkbox"/> Other: _____                        |

What best describes the nature of your project?:

- |   |   |
|---|---|
| <input type="checkbox"/> Independent research/personal interest | <input type="checkbox"/> Academic assignment (thesis/dissertation)              |
| <input type="checkbox"/> Grant or fellowship                    | <input type="checkbox"/> Academic assignment (non-thesis/dissertation)          |
| <input type="checkbox"/> Work-related                           | <input type="checkbox"/> Publication project (please describe with topic below) |

What is your research topic or subject? (please be specific, if possible)

Collections of interest (if known):

Send me news about:

- ☐ Scholarly events and publications
- ☐ Education resources for teachers
- ☐ Genealogy and community history
- ☐ Young Friends events and programs (for those age 21–45)

### LIBRARY POLICIES

- Wear your researcher badge.
- Use pencils only. Pens, markers, and items that may damage library materials, are not permitted.
- Hang coats on the racks; store briefcases, backpacks, and hand bags in the lockers.
- Laptop computers, paper notebooks that open on three sides, loose paper, and other research supplies are welcome.
- Declare all personal research materials at the front desk.
- Keep cell phones inaudible. If you must place or take a call, please do so in the lobby.
- Food, drink, and chewing gum are not permitted. Please eat and drink only in the lobby.
- Library materials must be used in designated areas.
- If you choose to take photographs:
  - Place the HSP photo card in every photo taken.
  - Do not use flash.
  - Use photos for solely personal research purposes or to share for non-commercial use, such as blogging or other social media.
- Handheld or flatbed scanners are not permitted.
- If images are shared online, cite HSP as the source and do not alter them, in compliance with Creative Commons Attribution-NonCommercial-NoDerivs CC BY-NC-ND.
- Prior to commercial publication of any kind (print or electronic formats), contact HSP's Rights & Reproductions Office to obtain professional quality reproductions (electronic and/or print) and written permission to publish HSP reproductions.
- Researchers are under video surveillance and all materials will be subject to a security check upon leaving the library.

**Please note:** While our staff is always available to provide help, due to the nature of the research process we cannot always guarantee that your search will be successful. Therefore, we are unable to provide refunds for library admission.

I have read and agree to abide by the library policies. HSP may deny access to any researcher who, in the judgment of the staff, fails to comply or is disruptive.

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