



THE TEXAS COLLECTION

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Users of the holdings of The Texas Collection Archives are requested to supply the information solicited below, and to carefully read the regulations for the use of materials (overleaf) before signing this form.

APPLICATION FOR USE OF ARCHIVAL MATERIALS

I make an application to use materials from the Archives of The Texas Collection, Baylor University. I will make use of the materials according to the archive's regulations, and any restrictions imposed by depositors of the collections.

Please print: _____
Name

Permanent Address: Street _____

City _____ State _____ Zip _____

E-Mail Address _____

Telephone: Home _____ Cell Phone _____

Local Address _____

Are you a student? _____ At what institution? _____

NOTE: If material from the archives should become a significant or major resource for a publication or other work, we request that a copy of the work be presented to The Texas Collection.

I have read the regulations for the use of the holdings of The Texas Collection Archives and agree to observe them. By this signature, I acknowledge full responsibility for conforming to all restrictions affecting the materials used and any other applicable rules and regulations of Baylor University, and I hereby agree to indemnify and hold harmless Baylor University, its regents, officers, employees, agents, or representatives from and against all claims, causes of action, damages, judgments, costs, and expenses, including attorney's fees, arising out of a breach by me of this agreement.

Signature Date

RULES FOR USING ARCHIVAL MATERIALS

1. Users must record each item requested on the attachment to this sheet. A photo identification, such as a student ID or driver's license, must be presented on the user's first visit to The Texas Collection. As the stacks are closed, users should request materials and information concerning the collections from the room monitor.
2. Backpacks, briefcases, purses, wraps, and umbrellas must be deposited in the lockers outside the reading room. Only note-taking materials, a laptop, and a camera may be brought to the reading tables. No materials may be removed from the reading room by users.
3. Eating and drinking are not permitted in the reading room. Because of the fragile nature of archival materials, users are requested to exercise the utmost caution and gentleness in handling them. Please preserve the order in which materials are arranged within file folders. If materials are discovered which appear to be disarranged, consult the room monitor. In case of accidental damage to materials, or if previously damaged materials are discovered, please report the matter to the room monitor immediately.
4. No marks may be made on or removed from archival materials. Only pencils and/or computers may be used to take notes. Cameras must be approved by the archivist.
5. Facsimile reproductions of the division's holdings may be requested. All photocopying will be performed by a staff member. Digital scans may be made by the researcher with permission from the room monitor. Persons requesting photocopying service or making scans or photographs, must complete and sign a "Request Form for Copying Materials" and observe its conditions.
6. Persons making use of materials or information from the holdings of this division are reminded of the existence of libel laws, and of the need for due regard for property right, literary right, and when applicable, and copyright. The Texas Collection will not be responsible for the researcher's infringement of any of the above laws and rights.
7. The Archivist or Director of The Texas Collection should be consulted concerning any restrictions or special provisions which may apply to the archive's holdings. When special restrictions or conditions have been placed upon the use for research of certain manuscripts or collections, the researcher is required to sign a separate document agreeing to such conditions. The researcher must also file with The Texas Collection a copy of any rights, permissions, or privileges secured from their holdings regarding the use of restricted materials.
8. Written authorization for publication or other use of The Texas Collection's materials must be obtained from the Director of The Texas Collection. Requests for authorization should include a statement of the specific documents or portions thereof whose use is requested.
9. The form of citation of materials from the archives division will be: [name of collection or record group, accession #, box #, folder #], The Texas Collection, Baylor University, Waco, Texas. EXAMPLE: Pat Neff Collection, Accession #0463, Box #, Folder#, The Texas Collection, Baylor University.

Date

Call Number

Collection / File Title
