



**University Archives and Special Collections  
Researcher Registration Form**

Tennessee Tech University Angelo and Jennette Volpe Library  
Room 100, 1100 N. Peachtree Avenue, Cookeville, TN 38501  
Phone: 931-372-3537 Email: [matkinson@tntech.edu](mailto:matkinson@tntech.edu)

Please complete and present to archivist or email. Prepare to provide a proof of identity (passport, driving license, student id for Tennessee Tech).

Full Name \_\_\_\_\_

Home Address (if outside researcher): \_\_\_\_\_

\_\_\_\_\_

University/Official Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

Purpose of Research (select one): \_\_\_\_\_ Academic \_\_\_\_\_ Private \_\_\_\_\_ Business

Explain (ie. Publication, report, personal interest...etc):

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Subject: \_\_\_\_\_

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**Rules of the Use of Archives**

1. First-time users must complete and sign a Registration Form and present a photo ID
2. Researcher will apply care and handling to the archives as directed by archivist. Do not mark, fold, or mutilate materials. Handle materials with clean hands.
3. Researchers may only use pencils as writing implements.
4. Archivist or staff will determine appropriate amount of materials used by a researcher at one time, for instance: one folder; one item; one box.
5. Researcher will retain order and sequence of all archival materials. For instance, records in a folder must remain in the sequence they are in when received by researcher. Folders in a box must remain in order they are in when received by researcher.
6. Coats, bags, and anything deemed too bulky for the reading room will be checked at the door.
7. A "Permission to Publish" form, as applicable, will be created when researcher wants to publish materials including web site use, display, and print, unless the material is in the public domain.
8. Materials are non-circulating and their use is only permitted on site.
9. Staff reserves the right to examine researcher and all of their personal materials (e.g., paper, portable computer) after they complete their research and are leaving.
10. No food or drink, with the exception of closed container water stored on the floor, are permitted in the reading room.
11. For publishing or quoting materials, secure permission from the archivist. If the University does not own the rights to materials, it is the burden of the researcher to secure permission from the copyright holder.
13. Please cite archival holding appropriately: collection, series, box, folder, date, and Archives Name.
14. Researchers interested in photographing items must receive permission and read and complete the "Camera Use Policy".

I have read and agree to abide by the "**Rules of the Use of Archives**"

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

Print Name \_\_\_\_\_ **Date** \_\_\_\_\_