



WPI

Archives & Special Collections
George C. Gordon Library

RESEARCH REGISTRATION FORM

Contact Information	
Name:	Date:
Address:	
Email:	
Phone:	
Circle one: WPI Student WPI Faculty WPI Staff WPI Alum Non-WPI	
Department or Organization, if applicable:	
Statement of Research	
Research Topic:	
Intended Product:	
<input type="checkbox"/> IQP <input type="checkbox"/> Thesis/Dissertation <input type="checkbox"/> Article <input type="checkbox"/> Broadcast Report <input type="checkbox"/> Exhibit <input type="checkbox"/> Video <input type="checkbox"/> MQP <input type="checkbox"/> Presentation <input type="checkbox"/> Book <input type="checkbox"/> Web Publication <input type="checkbox"/> Speech <input type="checkbox"/> Personal Interest Other _____	
Information Request	
I wish to examine the following materials: <i>Include call or collection number, if applicable.</i>	

I have read the rules on the back of this form and agree to abide by the terms and conditions.

Signature

Date

RULES GOVERNING THE USE OF MATERIALS

Laptops, tablets and smart phones are permitted.

- **PLEASE MUTE CELL PHONES** and do not use them for calling.

Use of cameras or other reproduction equipment is allowed with permission.

- Please complete a *Camera Use Policy Agreement*.

We have lockers and coat racks to store your personal belongings.

- **NO COATS OR BAGS** are allowed in the Reading Room.

We have pencils for your use.

- **NO PENS** are permitted.

Please protect our collections.

- **NO FOOD OR BEVERAGES** are permitted in the Reading Room.
- Please review the **Guidelines for Handling** posted at the research tables.
- Please maintain the order of materials in folders and boxes and notify staff if materials are misfiled.

Access to material will normally be granted to any researcher upon completion of this form unless:

- The use of records is restricted by statute, by the office of origin or by donors.
- Archives & Special Collections also reserves the right to restrict the use of records which are unprocessed, exceptionally valuable or fragile.

All materials must be used in the Reading Room.

- No records may be removed without written permission of the Archivist.
- The storage areas are closed to researchers.

Permission to examine materials is not an authorization to publish them. Researchers who plan publication of their work should inquire about possible copyright restrictions.

- A separate **Permission to Publish** form, identifying the items to be published, must be submitted to Archives & Special Collections. Further permissions to publish must be obtained from the owner(s) of the copyright.

Requests for reproduction are reviewed by staff to determine candidacy for digitization.

- WPI reserves the right to assess a modest fee for use of materials under its care.
- WPI reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve violation of copyright law, donor agreement, or cause harm to the physical material.

Proper attribution is required.

- Recommended Citation: [item], [Name of Collection], [Collection number], Archives & Special Collections, Worcester Polytechnic Institute, Worcester, MA.