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RESEARCHER APPLICATION

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Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Employer/Institution: _____

Faculty/Staff _____ Graduate Student _____ Undergraduate _____ Other _____

Initial Date of Inquiry: _____

Subsequent Dates: _____

Collections to access: _____





Description of Research Project: _____

Category: Academic _____ Government _____ International Organization _____

Non-governmental organization _____ Press _____ Other _____

Purpose of the Research: Academic publication _____ Non-academic publication _____

Exhibition _____ Media _____ Other _____

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I have read and agree to abide by the rules regarding the use of archival materials. I am aware that infringement of the Center's rules may result in my being excluded from using the Center's archival or oral history collections. I further understand that I may be searched when I leave the premises.

I shall acknowledge the use of Margaret Walker Center collections in any publication, which may result from my research through correct citation of sources. I shall provide the Center with a copy, free of charge, of any publication resulting from my use of the Center's collections.

I shall obtain the permission of copyright owners where required by law, if I wish to make further reproductions of documents.

Signature

Date





Rod Paige Reading Room Rules & Procedures

- The Rod Paige Reading Room is open Monday to Friday, 8:00 a.m. to 4:45 p.m. All researchers must complete and sign this form. In addition they must sign the visitors' log book each day.
- Researchers must complete and sign the Researcher Application Form and must provide acceptable identification (driver's license or photographic ID.) Researchers are requested to sign the register once daily during each research visit. By signing the visitors' log book, you indicate an understanding of the regulations and a willingness to abide by them.
- No food or drink is allowed in the Rod Paige Reading Room.
- Pencils are to be used when working with materials. Under no circumstances are pens allowed.
- Laptop computers, PCs, and tape recorders are also permitted provided that they do not disturb other researchers.
- Digital cameras are allowed in the reading room for reference purposes only.
- Researchers may photograph some collections with approval of the Archivist and under supervision of Margaret Walker Center staff. Use of flash equipment is prohibited.
- Briefcases, backpacks, lap top cases and other bags are not permitted in the Archives reading room and must be stored in lockers provided in Ayer Hall.
- Folders, notebooks, laptops, and research notes brought in to the Archives by patrons are subject to search prior to leaving the Archives reading room.
- Loud talking and actions likely to disturb other researchers are prohibited in the reading room. Extended conferences with fellow researchers should be held outside the reading room.
- Margaret Walker Center materials may only be used in the reading room. The primary and secondary vaults are closed to researchers.
- Archival materials do not circulate.



- Removal of archival materials from the reading room without permission constitutes theft under the law.
- The researcher must accept the responsibility of handling carefully materials made available.
- Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way that may damage them. All manuscripts must be kept on surface of the table. Some of the materials may require wearing white gloves provided by Margaret Walker Center staff.
- Manuscripts and archival materials are to be maintained in the order in which they are received by the researcher. If any material is discovered to be out of order, please advise staff. Do not rearrange papers.
- The Margaret Walker Center Rod Paige Reading Room will consider requests for limited reproduction of material when such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyrights laws. Entire folders of material, oral histories, photographs and audiovisual materials in any format will not be copied.
- The reproduction request form must be completed and submitted to the Margaret Walker Center Archivist. Permission to reproduce does not constitute permission to publish.
- Upon completion of research, return all materials to the staff member on duty. Margaret Walker Center staff reserves the right to inspect all research materials and personal articles before a researcher leaves the room.
- It is the researcher's responsibility to comply with copyright laws regarding publication of materials from the Margaret Walker Center, Jackson State University.
- Written permission from the Margaret Walker Center is required before materials from the collections are mounted on the Internet, in any kind of exhibition, and published in any form.