

MATERIALS REQUEST FORM
SPECIAL COLLECTIONS, RARE BOOKS, AND
UNIVERSITY ARCHIVES
BUTLER UNIVERSITY LIBRARIES



Name: _____ Date: _____

Status (Check One): Student Faculty/Staff Other: _____

Address (If Status is Other): _____

Phone: _____ Email: _____

Call Number <i>or</i> Collection, Box, and Folder Numbers	Author and Title <i>or</i> Collection Name and Item Description	Out By:	Ret. To:

SPECIAL COLLECTIONS, RARE BOOKS, AND UNIVERSITY ARCHIVES PROCEDURES

In order to preserve the materials held by the Department of Special Collections, Rare Books, and University Archives, please observe the following:

- 1.) Use a pencil or laptop to take notes; pens are not allowed. Do not mark on any materials.
- 2.) All materials must be used in the reading area. Please return all materials to the faculty or staff member at the desk when you are finished.
- 3.) Exercise care in handling materials and follow all instructions on handling items safely.
- 4.) Maintain materials in their original order. If something seems out of order, notify the faculty or staff member at the desk.
- 5.) Ask permission before photographing to avoid copyright infringement and light damage.

I have read and agree to follow the above procedures for the Department of Special Collections, Rare Books, and University Archives.

Signature

Date

Please place additional requests on the back of this form.

