



STAFF USE ONLY	Date Recorded:
Researcher ID:	Staff Member:
Type:	
Materials Used:	

**Research Library & Resource Center
Researcher Registration Form**

Date: _____

Name: _____

Address: _____

Telephone: _____ Email: _____

Institutional affiliation, if any: _____

Membership in NHS? _____

Area of Research: _____

Purpose of Research (*personal, school, publication, etc.*): _____

X _____ **Date:** _____

Please sign here indicating you have read the policies listed on the reverse page.

By signing this form, you acknowledge that use, copy, or provision of any collections documentation or images to any other person or entity may be prohibited under intellectual property laws, rights of privacy or publicity unless researcher has received all necessary consents. Further, user agrees to defend and indemnify and save and hold the Newport Historical Society, members of governing bodies, its officials, agents and its employees or designates harmless from and against any liability including costs and expenses, based on the violations of rights of ownership, infringement of copyrights, or invasions of privacy resulting from use of such materials or copies furnished pursuant hereto.

We are pleased to share our collections with historians, educators, students, and other researchers. The preservation and security of the collections are our highest priorities. Please help us preserve our collections for future generations by kindly following the procedures and policies stated below.

Rules for Researchers

- The NHS reserves the right to decline use of its facilities to any person.
- Patrons must leave all belongings in designated lockers.
- No jackets, coats or bags are permitted in research spaces.
- Only provided pencils and notepads may be used in research spaces. Personal laptops are permitted, but cases must be stored with other personal belongings.
- Cameras and mobile phones are permitted but monitored; see the [Personal Photography Policy and Agreement](#) for requirements and conditions.
- Scanners, camera stands, and lighting equipment are not permitted.
- Any items that are deemed by staff to be harmful to collections, patrons or personnel are not permitted in the resource center.
- No food or drink is permitted in research spaces; this includes gum, candy, and cough drops.
- All personal items brought into research spaces are subject to staff inspection on exit.
- **Patrons must adhere to NHS pandemic regulations (subject to change), including temperature checks, mask wearing and hand washing.**

Policies for Handling Materials

- Patrons must wash hands before handling original materials.
- Maintaining the original order of the collection is essential to our ability to retrieve artifacts. Please examine one folder at a time and keep materials in order.
- All collections are non-circulating. All records must be viewed in the Reading Room or Research Library.
- Items must be handled with care, and pages turned slowly.
- Items must remain flat on table while being viewed.
- Please refrain from applying pressure when viewing manuscript and special collections; note taking on the surface of the materials and tracing are prohibited.
- Items must remain in their protective enclosures. Patrons wishing to view items outside of their enclosures must ask for staff assistance.
- Staff may request that you wear white cotton gloves to limit deterioration of original materials. Gloves will be provided.
- All items must be returned to staff. Please do not reshelve materials.

Copies and Reproductions

- Photocopying is limited to published materials and subject to restrictions based on size and physical condition of the item, and author or publisher requirements. There is a per copy fee for photocopies. Photocopying is done by staff only.
- Digital images of manuscript, photograph, and artifact collections material may be ordered for a fee. See attached list for exact fees.
- Researchers who wish to take personal photographs of collections must read, initial and sign the [Personal Photography Policy and Agreement](#), and abide by all requirements described in that document.
- Researchers must comply with US copyright law (Title 17, U.S. Code). Any violations of copyright law are the sole responsibility of the researcher.