

## NSDAR Researcher Registration Form

PLEASE PRINT CLEARLY.

Name: \_\_\_\_\_  
Last First Middle initial

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a DAR member? ☐ Yes (national # \_\_\_\_\_) ☐ No

Please mark all that apply:

____ Graduate student	____ NSDAR Staff	____ Faculty
____ Undergraduate student	____ Historian	____ Media and press
____ Genealogist	____ Author	____ Other

Institutional or business affiliation: \_\_\_\_\_

Subject and nature of research:

Materials to be consulted (if known):

Publication plans:

**By signing this form I agree to abide by the rules and regulations for responsible use of NSDAR collections printed on the reverse side of this sheet.**

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

### For Staff Use Only

Initials \_\_\_\_\_ Date \_\_\_\_\_

Collection Used: \_\_\_\_ NSDAR Archives \_\_\_\_ Americana Collection \_\_\_\_ HRL

Photo ID

Driver's license # \_\_\_\_\_ State \_\_\_\_\_ Expiration date \_\_\_\_\_

Other ID (type and number) \_\_\_\_\_

## Research Policies and Procedures for NSDAR Archival Collections

To ensure continued access to and preservation of the unique materials in the NSDAR Archives and the Americana Collection, the following policies for collection use shall be observed. Failure to adhere to these rules will result in the loss of research privileges.

1. Appointments are required. Prior to scheduling a visit, please contact the archives staff to describe your proposed research project and to find out whether material is available on your topic. The archivists will provide you with information about relevant holdings.
2. All researchers must complete a registration form and sign the statement agreeing to abide by the Research Policies and Regulations. A current photo ID is required.
3. No food, chewing gum, or beverages are allowed in the archives. Smoking is prohibited throughout the building. There is a lunch room on the ground floor that visitors may use.
4. Materials do not circulate and may only be used in the research room under the supervision of archives staff. Stacks are closed. The quantity of materials provided for examination at any one time may be limited.
5. Only pencils may be used in the research room. No pens or markers are allowed. Laptop computers and digital cameras are permitted. Personal scanners and professional photography equipment are prohibited. Use of all electronic devices is at the discretion of the archives staff.
6. All materials must be handled with care. Do not lean on, write on, fold, or handle the documents in any way that may cause damage. No marks of any kind may be made on materials. No existing marks may be erased or altered. Do not place your paper on top of the documents when taking notes.
7. Researchers must preserve the established order of the collections, and may not rearrange the order of materials within folders or boxes. All documents must be kept in the order in which they are found in each folder. Return the folder to its original place in the appropriate box. "Out cards" are available to mark your place when removing folders from boxes.
8. When handling photographs or negatives, wear the gloves provided by the archives staff. Handle photographic images by the edges only. Gloves may also be required when using other fragile or rare materials.
9. A limited and reasonable number of photocopies may be requested. If you wish to request copies, please fill out the appropriate form. Staff will show you how to flag materials for photocopying. The archives reserves the right to deny photocopy requests. Adherence to all copyright regulations is the responsibility of the researcher.
10. Please provide proper attribution when using NSDAR materials in any resulting work. See the "Citing Materials" information sheet for recommendations on how to write complete citations for our archival records.
11. Before leaving, researchers must return all materials directly to a staff member. The archives reserves the right to inspect all personal belongings before a patron leaves the research room.

**I have read and understood the above policies for use of the NSDAR archival collections, and I agree to abide by them.**

Researcher's Initials \_\_\_\_\_ Date \_\_\_\_\_

## Citing Materials from NSDAR Collections

Users are encouraged to follow the citation formats in their preferred style guide (such as MLA, APA, or Chicago), especially for published works such as books and the *DAR Magazine* for which standard title page information is available. The following examples are provided simply as recommendations and guidelines.

### Article from the DAR Magazine

Example: Long, Mary Ann. "The Day Washington Died." *Daughters of the American Revolution Magazine* 125, no. 2 (February 1991): 76-79.

Please note that the magazine has changed titles several times over the years, and citations should reflect the title at the time the article was published.

### NSDAR Annual Proceedings

Example: "Report of the Librarian General," *Proceedings of the Sixty-Second Continental Congress, NSDAR* (1953), page 75.

### Unpublished archival material

Generally, please include the following information in each citation where available: author or creator, title of document or type of document, date, collection name, box number, folder title, and either "NSDAR Archives" or "NSDAR Americana Collection" as appropriate.

Example citation of material from the NSDAR Archives:

Letter from Sarah M. King to Mary Jones, August 10, 1982, Papers of the President General, box 35, folder "Correspondence, 1980-1983," NSDAR Archives.

Newspaper clipping, "DAR Congress to Convene Today," April 12, 1935, Special Collection Pertaining to the History of the NSDAR, Series 1, Box 6, Folder 19, NSDAR Archives.

Example citation of material from the Americana Collection:

Diary of Colonel John Smith 1777-1779, accession 3975, box 12, folder 3, NSDAR Americana Collection.

## Photocopying for Researchers

### NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

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1. Photocopies will be made at the discretion of the archives staff. The archives reserves the right to withhold permission for the reproduction of any material, especially when copying may cause physical damage or violate copyright law. A list of fees for photocopying and other reproduction services is available on the reverse of this sheet. All photocopying is done by the archives staff. Individuals may use their own digital cameras but are still required to abide by the following rules.
2. All reproductions are provided for the individual's **personal reference use only** and are limited to single copies. Copies may not be further reproduced, published, offered for sale, transferred to another individual, or deposited in another institution without written permission from NSDAR and the copyright holder.
3. **Permission to photocopy does not constitute permission to publish the copied item.** The user agrees to publish no portion of them without the written permission of the NSDAR. The user assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials. Permission to publish any material must be requested in writing prior to publication. "Publication" includes posting items on the Internet and using them in displays, exhibits, or broadcasts.
4. Permission to publish should also be obtained from the copyright owner. The NSDAR will try to assist in identifying and locating the copyright owner but is not always able to do so. Securing permission to publish is the responsibility of the user.
5. The researcher is also warned that the use of libelous statements or the invasion of privacy is actionable under law. By signing below, you agree to indemnify and hold harmless the NSDAR, its officers, and its staff against all suits, claims, actions, and expenses arising out of your use of unpublished materials here.

I agree to use the copied materials **only for my private study, scholarship, or research**. I have read the above information and I understand that it is my responsibility to abide by copyright laws. I will not duplicate or publish the copied material without securing the permission of the copyright owner. Furthermore, I agree to credit the NSDAR and the appropriate collection in any work drawn from my use of the archival materials.

**Signature of User** \_\_\_\_\_ **Date** \_\_\_\_\_