

RESEARCH AGREEMENT FORM

All researchers using the resources of the Adler Graduate School's *Harold H. Mosak Mastery Lab* and *Café Central* must complete this form. The information you provide will help the staff to assist you in your research, to compile statistics, and to ensure the security of the collections. Please type or print clearly. Upon completion, please present a photo ID to a staff member.

Name _____ Date _____

Address _____
Street address City State Country Zip Code

E-mail address _____ Phone _____

Institutional Affiliation (if any) _____

Subject of Research _____

Collection(s) to be accessed _____

Purpose of Research _____

Publication Plans (if any)

Please circle all that apply and provide details below

Journal article

Newspaper/magazine article

Book

Film/video

Sound recording

Web page/ Internet display

Exhibit

Other

Please read the following rules and regulations and sign the agreement at the end of this form. In order to preserve the irreplaceable and often fragile materials in the collections, we ask our patrons to adhere to the following rules regarding care, handling, and security.

- No food or beverages (including water bottles) are allowed in the research rooms.
- No pens, bags, purses, laptop cases, backpacks, briefcases, etc. are allowed in the Reading Room (i.e., Harold H. Mosak Mastery Lab).
- Archives & Special Collections materials may be used only in the Reading Room.
- Do not leave the Reading Room with any Archive or Special Collections materials.
- Please keep the documents and/or materials flat on the table and do not place any items (e.g., laptops, note cards, etc.) on top of the research materials.
- It is crucial that items, both folders and individual documents, remain in the original filing order. Please bring any misfiled items to our attention. Do not re-file items on your own.
- Personal scanners and cameras (video, digital, still) are allowed in the Reading Room with permission from the Adler Graduate School's librarian.
- Copies are made for research and reference only. Staff must inspect any item you wish to copy before any copying is done. We reserve the right to refuse a copy request if copying will harm the item or violates copyright or other restrictions.
- Once copying is completed, copies must be presented to the Adler Graduate School's librarian or designee for payment. Copies of documents, however produced, must not become part of an archive outside of the Adler Graduate School, without permission of the Adler Graduate School.
- Materials (including manuscripts, photographs, moving image materials, and artifacts) housed in the Harold H. Mosak Mastery Lab and Café Central may be protected under copyright law (Title 17, U.S.C.). We may examine any items (notes, note cards, etc.) you bring in or out of the research room.

I have read, understood, and by my signature below, agree to comply with the regulations set forth above, in order to use material in the custody of the Adler Graduate School's Harold H. Mosak Mastery Lab and/or Café Central.

Signature _____ Date _____