

**Florida Southern College  
McKay Archives**

**USER REGISTRATION FORM**

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Subject of research: \_\_\_\_\_

**Rules governing use:**

1. Manuscript materials must be used only in the Reading Room and cannot be checked out or removed from the area for any reason including making photocopies.
2. Use only pencils when working with material.
3. Materials must be handled with great care. Book supports and gloves for handling rare books and photographs are available at the Reference Desk. **Please do not exert pressure on the materials, such as leaning on, tracing, or writing on them.**
4. Please retain the order of unbound material no matter if you think it is wrong. Feel free to mention it to the reference staff.
5. Also, maintain the order of the files in the boxes and folders. Do not remove a page for photocopying. Use a Place Marker. Also use Place Markers when removing folders or files from a box, and please remove only one folder or file at a time.
5. The Archives staff will consider the photocopying of materials when it can be done without injury to the items. Under these circumstances photocopying will be done by a staff member upon request. Please make and pay for all photocopying requests thirty minutes before closing.
6. Materials will not be pulled during the last fifteen minutes of operating hours.
7. Please keep conversation in the Reading Room to a minimum.
8. All items allowed in the Reading Room are subject to inspection.

Form of citation: [Ms#], [Name of collection], Sarah D. and L. Kirk McKay, Jr., Archives, Florida Southern College.

I have read and agree to abide by these rules:

Signature \_\_\_\_\_

*(For staff Use)*

Manuscript #	Title	Box #	Item #	Staff Initials