

**PATRON REGISTRATION FORM**

Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Check One: \_\_\_\_\_ Undergrad \_\_\_\_\_ Grad \_\_\_\_\_ Faculty

\_\_\_\_\_ Other Specify: \_\_\_\_\_

Subject of Research: \_\_\_\_\_

Collections to be Used: \_\_\_\_\_

Picture ID Presented: (Driver's License, Employee ID, School ID, etc.) \_\_\_\_\_ Yes

Type of ID: \_\_\_\_\_

\_\_\_\_\_ Please check if you would like information on becoming a Member of the Friends of Archives.

Location and Hours

The Archives Department of the Birmingham Civil Rights Institute is located at 520 16th Street North, Birmingham, AL 35203. Hours of operation are Tuesday through Friday, from 10:00am until 4:00pm, and Saturdays by appointment. (205) 328-9696 ext. 215 (voicemail); (205) 323-5042 (fax); Email: bcric@bcric.org

Use of Archives Department Material

All visitors to the Birmingham Civil Rights Institute are welcome to use the facilities of the Archives Department. Upon the first visit in a calendar year, each patron is required to complete a registration form. Materials are not available for loan and must be used on the premises under the supervision of a staff member. It is highly recommended that patrons call or write prior to visiting the Archives Department, stating the area of research to be conducted. Doing so will allow staff the opportunity to locate materials in the area of research.

Only processed materials with collection guides will be available for use by patrons. No marks or additions of any kind can be made on any manuscript materials. The order of all folders must be maintained within each box. All materials in each folder must be maintained in their order of arrangement. The small number of collections having restrictions placed on their use is clearly identified in the collection guides.

United States copyright laws govern all of the Institute's collections. It is the patron's responsibility to determine what copyright or legal restrictions govern the reproduction of any collection or part of a collection.

## General Regulations

1. All patrons must complete an annual registration form and present personal photographic identification at the time of registration. (driver's license or ID card)
2. The Archives Department's stack area is closed to the public. Patrons must request items by the use of "request slips". A staff member will retrieve and deliver the requested materials to the patron. Each patron is responsible for the proper use and return of the materials. Patrons may not lend or exchange materials with another patron.
3. Materials cannot be borrowed or removed for any purpose from the Archives Department.
4. Notes must be taken with pencil only. The Department will provide a pencil for those who may need it. Tape recorders, typewriters, and computers are permitted provided other patrons are not disturbed.
5. Notepaper will be supplied by the Archives Department for those who may need it. All notepaper and equipment will be examined by the staff when patrons are exiting the Archives Department.
6. Eating, drinking, and smoking are not permitted in the reading room.
7. Each patron will be permitted one manuscript folder or one archival box at a time. Additional material may be obtained by returning the material with which you are finished to the reference desk.
8. Materials must be handled with great care. They must not be marked, cut, torn, folded, soiled, rearranged, or damaged in any way. Unopened pages in books should be shown to staff at the reference desk. Do not attempt to open them yourself. Materials must rest on the table at all times.
9. Photocopy services are provided through the Archives Department. All requests will be done by a reference desk staff member. Photocopy request forms are available at the reference desk and should be completed by the patron and submitted to a staff member. The Archives Department provides electrostatic copy service; it does not provide commonly requested microfilm, photostatic, and photographic services. Photoduplication cost is twenty-five cents (\$0.25) per copy, fifteen cents (\$0.15) per copy for students.
10. All patrons must permit inspection of their research materials and personal items, if any, by staff personnel upon leaving the Archives Department and by security before exiting the building.

The Copyright Act of 1978 (PL 94-53) provides statutory protection for all writing from the dates of their creation whether or not they are formally copyrighted. Generally, the term of copyright is the life of the author plus fifty years, but the law also extends copyright protection until December 31, 2002, to all unpublished works not protected under the common law. Persons wishing to quote from materials in special collections should consult knowledgeable staff members. The Archives Department does not hold copyright to some of its manuscript collections and may have information about others. It is very important that researchers obtain permission for publication of all materials not clearly in the public domain, as penalties for violation of this statute are severe.

I have read the General Regulations of the Archives Department and hereby agree to abide by them.

---

Signature

---

Date