



Name \_\_\_\_\_ Date \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Contact me about membership at BHS

Do not include me on the BHS mailing list

**Institutional Affiliation** \_\_\_\_\_

Faculty       Student       Professional Genealogist/Researcher       Other \_\_\_\_\_

Research is for:     Book or article     Commercial use     Personal use     Other \_\_\_\_\_

Research Interest:     Maps & Atlases     Brooklyn Reference Books     Photos/Image Database

House Research     Genealogy     Archives & Manuscripts

Research Topic/Project: \_\_\_\_\_

**Reading Room Policies & Procedures:**

- All users must **register**. If not a member of the Brooklyn Historical Society, individuals are required to fill out this form; members and staff may use a separate sign-in sheet.
- **All coats, hats, briefcases, bags, backpacks, and purses** are not allowed in the reading room and must be checked upon entrance to the library.
- **No food, drink, or gum** is allowed in the Library.
- **Pencils only** may be used for note taking. Readers may not use pens, highlighters, markers, or post-it notes.
- **Laptops and handheld devices** are permitted for note-taking.
- Please maintain the **original order of unbound material**.
- **Theft, destruction, or mutilation** of the materials is a crime.
- Materials do not circulate. We reserve the right to inspect bags or other belongings upon leaving the library.
- **Turn off** cell phones, pagers, and similar electronic devices. Please be quiet and considerate of others.
- The use of the **digital camera without flash is permitted**. Please do not take photos of other researchers.
  - *By signing this form, the researcher is agreeing to abide by the regulations of U.S. copyright law (U.S. Code, Title 17). Any violations of the copyright law is the responsibility of the researcher and are not the responsibility of the Brooklyn Historical Society.*
- **Use of image database and microfilm reader** is limited to **20 minutes** when other researchers are waiting.
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***By signing this form, the user acknowledges responsibility to observe the above guidelines.***

Signature \_\_\_\_\_

Date \_\_\_\_\_