Lutheran Theological Seminary at Gettysburg

A. R. WENTZ LIBRARY ARCHIVES

RESEARCH GUIDELINES

1. Hours of research are W-Th 9 a.m. to 4 p.m., and Fri 9 a.m. to 3 p.m. Arrangements for viewing materials must be made in advance. Children may not accompany patrons while patrons are doing research.
2. Patrons are permitted to bring **ONLY pencils and loose-leaf papers** into the research room. Patrons **ARE PROHIBITED** from bringing original documents from home into the research area of the library.
3. Pens, coats, jackets, spiral notebooks, tablets, folders, cases, containers (of any kind), bags, "fanny packs," backpacks, and/or purses **ARE PROHIBITED**. A secure area is provided to store your personal items while doing research. Things too large for this area must be left in the patron's vehicle. The library is not responsible for a patron's belongings.
4. The use of laptops is permitted; all laptops must be taken out of their respective cases to be taken into the research area. The use of other electronic equipment, including cameras, cell phones, tape and video recorders, scanners, and personal copiers is also prohibited without prior permission. No flash may be used with cameras.
5. Permission from the Archives staff member must be obtained prior to copying any documents.
6. No smoking, eating, or drinking is permitted in the research area.
7. When handling original archival documents, patrons are required to wear white lint-less gloves that will be provided.
   a. Handle all archival materials with care. **Only pencils** may be used to take notes. Do not make notes on or write on top of original documents. Do not erase anything. No tracings or rubbings are permitted.
   b. Open and view documents from one folder of a box at a time. Leave documents arranged in their folder in exactly the same order as found.
8. Researchers should respect the rights of others and keep noise to a minimum.
9. Researchers should keep research materials nearby and remain in their own area. Archival materials should not be left unattended. When taking a break, please return materials to the Archives person or the front desk.

Any questions on policy should be referred to the Archives Assistant or the appropriate library representative. All decisions regarding the reproduction and handling of archival materials are at the discretion of the Archives and Library Staff. All their decisions are final and are subject to change without notice.

I, the undersigned, understand the above rules and agree to abide by them. (Materials to be viewed are listed on the back of this form.)

DATE & TIME: _____ DRIVER'S LICENSE NO. & STATE: _____

REGISTERED PATRON'S PRINTED NAME: _____

REGISTERED PATRON'S ADDRESS: _____

REGISTERED PATRON'S PHONE NUMBER & E-MAIL: _____

REGISTERED PATRON'S SIGNATURE: _____

REGISTERED PATRON'S BARCODE: _____ ARCHIVES STAFF INITIALS: _____

Rev. 8/19/2010, rev. 8/21/2013 (See Over)

LIST OF ARCHIVAL MATERIALS BEING VIEWED:

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