

Special Collections Room at Central Library

Reader Registration Form

Guidelines for using materials in Special Collections



- All researchers must register with this form and show current government-issued photo identification with name and address. Researchers will be asked to re-register once a year so that our records remain current.
- Due to preservation concerns, **food and drink are not permitted** in Special Collections
- **You will be asked to check in any personal belongings upon entry, including coats and bags.** You may take your phone, pencil and paper with you while you view items.
- Although we allow readers access to their phones, **we kindly ask that you refrain from making or receiving calls while in the Reading Room. This is a quiet zone.**
- To preserve the originals for future use, **please make no marks or erasures on any items.**
- Due to the risk of inadvertent damage to documents, the use of ink is prohibited. Please take notes in pencil.
- **The researcher assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials.**
- **Special Collections materials do not circulate.** They must be used in the Reading Room.
- **Theft, destruction or mutilation of library materials is a crime. The researcher accepts financial responsibility for any damage to materials.**
- The researcher must sign this form, along with the photography policy, before using our materials.

By signing this form, the researcher acknowledges responsibility to observe the guidelines listed above. Staff reserves the right to revoke privileges to Special Collections if these guidelines are not followed.

Researcher Name (First, Last)

Gov't issued ID #

Researcher Signature

Date

Home Address

Phone Number

Email Address

Staff notes:



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