



Archives Patron Registration and Request Form

Name:	
Address:	
City:	
State:	
Zip Code:	
Phone Number:	
Email Address:	
Occupation:	

Use the space provided to describe the purpose of your research. Please describe both the topic of interest and what project brought you to the AHA.

Research Room Rules

You may use pencils, paper, and computers. Pens are not allowed in the research room.

Cell phones must be put on silent mode. Patrons are not permitted to take/make calls.

Patrons can review only one volume or manuscript box at a time. Only one folder may be consulted at a time.

Patrons are not allowed to bend, fold, or write on the materials; or in any other way damage the collection contents.

Patrons are not allowed food or drink in the research room.

Patrons must maintain the contents of each folder and/or box in the order received. Please notify the archival staff of any materials that are damaged or missing.

Patrons are not permitted to photocopy or scan the materials on their own. Photographs are not permitted. Copies can be produced upon request.

Pursuant to statutory law, AHA charges an hourly administrative fee for the search, retrieval, review and copying of responsive documents. This administrative fee is \$15.00 per hour and copies can be provided at \$0.10 per page.

I have read the above research room rules and agree to abide by them.

Signature:

Date: