



PETERS TOWNSHIP
PUBLIC LIBRARY
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Archives User Registration & Agreement Form

Patron Information:

First Name: _____ Last Name: _____

Institution/Organization (if applicable): _____

Phone: _____

Email: _____

Subject of research:

By checking this box and signing this form, I agree to abide by the rules and regulations outlined on the back of this form. I understand that any violation of these rules could result in the revocation of my research privileges.

Signature: _____ Date: _____

PTPL Archives Rules & Regulations

We welcome researchers to visit the Archives to use our collections.

Here are some things to keep in mind before and during your visit:

- All archival material must be used in the Local History Room under the supervision of the archivist.
- Gloves are required to handle certain materials including, but not limited to, negatives and photographs.
- All archival materials must lie flat on the table. Do not place items in your lap or hold them up. Do not place notes or other objects on top of the materials.
- Patrons are permitted to use only one box at a time. Only one folder may be removed from the box at one time. Take care to keep the documents within each folder in the order in which you found them.
- Notebooks, laptops, tablets, cell phones and other recording devices are permitted but all backpacks, bags, purses and other carrying cases must be left on a cart in a corner of the Local History Room.
- Only pencils are permitted. No pens, highlighters or Post-It notes are allowed.
- No food or drink, including water bottles, is permitted.
- Copies are available at a cost of \$0.10 per page for black & white copies and \$0.50 per page for color copies. Up to 10 copies may be provided while you wait. Eleven or more copies will be available within 5-10 business days. Please note that some archival materials cannot be copied due to their fragility.
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