



ALBERT GORE RESEARCH CENTER

RULES GOVERNING USE OF OUR COLLECTIONS and Other Helpful Information

Welcome! Please read this information carefully then sign and return it to the staff member assisting you.

The Albert Gore Research Center makes available to the public a vast collection of audio-visual media, institutional records, manuscripts, photographs, rare books, and textiles in its care. Since we must do our utmost to preserve these materials, we ask patrons while using the Albert Gore Research Center to govern themselves with these rules, which are designed to assist staff members in the preservation and security of the archival collections.

First, all patrons must register at the reference desk. A state-issued identification card (such as a driver's license) or a valid university-issued identification card must be presented during this registration process. Unfortunately we are unable to accommodate patrons without proper identification.

Patrons must store those personal belongings not allowed at the research tables in one of the lockers. A lock and key is provided for your convenience. We also provide a coat rack for our patrons' coats and umbrellas. Food and drink, including chewing gum, mints, and bottled beverages, are never allowed in the research room.

A staff member will assign each registered patron to a research table. Patrons should take to a table only those items absolutely necessary to conduct their research. Prohibited items include:

- bags of any kind
- cellular phones, PDAs, and the like
- jackets or other clothing the patron is not wearing
- writing utensils other than pencils

Patrons are allowed to have one notebook at the research table. Computers are allowed at the research table.

Patrons must keep their research table orderly. "OUT" orange and tan cards are provided and should be inserted into a box whenever a folder is removed. Patrons should use only one folder or other item at a time, and should take care to keep items in a folder or box in the order in which they arrived at your table. Pink copy slips are also provided to mark the places in folders of items that you wish to copy. Do not turn pages or insert any other items to mark your place. *Never remove an item from a folder without marking its place!*

To ensure preservation of archival holdings, patrons are prohibited from carrying archival material without the approval of a staff member. Should you wish to inquire about an item, ask the research attendant to visit your table. Should you wish to photocopy materials, ask the research attendant to carry the items to the photocopier, where he or she will copy the materials for you. Please note that some items may be deemed too fragile to photocopy.

While archival holdings are at the research table in the patron's possession, a patron may not return to the lockers or to the coat rack without the permission of a staff member.

Unless there is an emergency, patrons must notify a staff member prior to leaving the reading room to take a break. Please remember to retrieve your ID card before leaving for the day.

Application to reproduce archival holdings must be authorized by either the archivist or the director. Some fragile materials are not suitable for duplication.

Requesting copies of archival materials will incur fees for the services provided. Please consult the current fee schedule before requesting duplication of materials. All duplication orders must be paid for at the time the order is placed.

By signing this form, you attest that you:

- Read in their entirety the preceding rules and information.
- Understand in their entirety the preceding rules and information.
- Agree to abide by the preceding rules and information.

Please note that violations of this policy revoke a patron's privilege to conduct research in the Albert Gore Research Center. Thank you for assisting our preservation efforts. Do let us know at any time if you need assistance or have questions.

Today's date: _____

Patron's printed name: _____

Patron's signature: _____

Staff member initials: _____

[Revised 12/2010]