

**APPLICATION FOR USE OF
SPECIAL COLLECTIONS MATERIAL**

DEGOLYER LIBRARY

(Please print)

Last name			First name			Middle initial		
Address						SMU ID		
City		State		Zip		Driver's License Number		
Research Topic:						Telephone Number		

AFFILIATION: SMU FACULTY/STAFF _____ SMU STUDENT _____ VISITOR _____

REGULATIONS AND PROCEDURES

1. Library holdings are open to any individual engaged in serious research. Proper identification, with photograph, is necessary before examining materials.
2. Only note cards and other items necessary for research are permitted in the reading room. **Materials taken into the area are subject to inspection by staff members before researchers leave the Reading Room.**
3. Special care must be observed in handling materials in order to preserve them for future researchers. For this reason, eating, drinking, and smoking, telephoning are not permitted. Pencils will be loaned to researchers.
4. The library reserves the right to limit the number of items issued to a researcher at any one time. In using manuscripts and photographs, the user should exercise particular care and return items in the same order in which they are received. If the user uncovers damaged or displaced items, please notify a staff member.
5. Citations in either published or unpublished works should read: "[Item and collection used], DeGolyer Library, Southern Methodist University."
6. Permission to publish, in circumstances where the library is qualified to grant such right, must be sought in writing on the form *Application to Publish*. Receipt of a fully executed, signed copy of this form by the researcher will signify the library's approval of an application.
7. Photo reproduction and duplication: (No digital cameras or cellular phones capable of taking photos are allowed in Reading Room)
 - The library reserves the right to restrict the total number of copies made and to decide whether a particular item may be reproduced.
 - The applicant understands that while staff will take reasonable care in making copies, the library assumes no responsibility for the quality of the reproduction. The applicant agrees to pay the assessed fee upon the receipt of the copies, regardless of their quality.
 - The library will provide the requested photocopies by noon the next business day. Payment for the expected charge will be collected at the time the request is made. Adjustments will be paid when the request is picked up. If the request is to be mailed, a \$5.00 charge will be added to the charges collected.
 - The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary right, property right, and libel. The undersigned also covenants and agrees to exonerate, indemnify, and hold Southern Methodist University, its Trustees, Fellows, Officers, Servants, and Agents harmless for and on account of any loss, cost, damage, or expense arising out of or in any way connected with the use which the undersigned makes or suffers or permits to be made of the materials used.

Signed: _____ Date: _____

Request authorized by: _____