

**Archives and Special Collections
Dr. James E. Brooks Library
Central Washington University**

Application to Use Materials

Date: _____

Undergraduate Student _____ Graduate Student _____ Faculty _____ Staff _____

Other (specify) _____ ID checked by _____

NAME:
ADDRESS:
PHONE:
E-MAIL:

Reading Room Guidelines

- Food and beverages are not allowed in the reading room.
- Only laptops, paper, and pencils may be taken into the reading room. Do not use ink.
- Please leave backpacks/bookbags, cell phones, coats, and other personal materials in the lockers provided outside the reading room.
- White gloves will be provided for handling photographic materials.
- Use of a digital camera to photograph materials is allowed with staff permission.
- Handle research materials carefully. Do not lean, write on, fold, or other actions that may cause damage to the materials.
- Research materials are to be maintained in the order in which they are received by the researcher. Please notify the staff immediately if you discover any material that is out of order, missing, or damaged.
- All photocopying and scanning is done by staff. Copying may be prohibited due to donor restrictions, copyright law, or condition of the item(s).
- Researchers are responsible for obtaining copyright permission to use or reproduce materials.
- When citing materials from the collection, the credit line “Central Washington University Archives and Special Collections” must be included.

I HAVE READ, I UNDERSTAND, AND I AGREE TO ABIDE BY THE RULES GOVERNING THE USE OF MATERIALS AS LISTED IN THE GUIDELINES.

SIGNATURE _____ DATE _____

Date	Collection Title	MSS/RG	Series/Subseries	Box	Folder
-------------	-------------------------	---------------	-------------------------	------------	---------------