Archive User Registration Form
Nicollet County Historical Society

Name (Print)________________________________________ Driver’s License No. & State_____________________

Permanent Address____________________________________________________________________________

Local Address ______________________________________________ (If different from above)

Phone __________________________ E-mail address________________________________________________________

Research Topic________________________________________________________________________________

Regulations for Researchers:
• No material may leave the archives or research area.
• Personal briefcases, personal papers and phones are allowed, but space is limited. Please do not bring
  baggage. Laptop computers can be used at the discretion of the archivist, but scanners are not permitted.
  Phone ringers must be turned off or placed in silent mode. Only pencils may be used for writing.
• No smoking, eating, or drinking is allowed in the research area.
• All archival materials must be handled carefully. Please go wash your hands!
  o Use only one folder at a time and keep all papers in the original order.
  o Do not place books or volumes face down.
  o Do not lean or press on archival materials.
  o Do not trace maps or other records.
  o Wear gloves when handling photographs.
• The use of digital cameras without flash or tripod is permitted. Photocopies are generally permitted.
• Access to any collection is at the discretion of the Archivist. If material is contained in the private papers of
  the Society, then request access to that collection from the Archivist.
• Researchers are responsible for obtaining copyright clearance to publish or otherwise reproduce or
  distribute archival material.
• When publishing materials provided by the Society, please use the following citation:
  "COURTESY NICOLLET COUNTY HISTORICAL SOCIETY"

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purposes @ $.25 a page or $5 for a digital copy. Copies are unlimited, but orders may not necessarily be filled on
the day requested. The Society reserves the right to complete the work at a later time. Only checks with proper
identification will be accepted for payment. The minimum shipping charge for copies mailed within the continental
United States, depending upon volume, is $5.00.

I have read the above rules and agree to abide by them. I understand that failure to comply may result in the denial
of access to the Nicollet County Historical Society Archives.

________________________________________
Signature of Researcher

____________________
Date

Rev. September 2018