



CENTER of
SOUTHWEST
STUDIES
FORT LEWIS COLLEGE

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Website: <http://swcenter.fortlewis.edu/>

Contact #: _____

User Name: _____

USER REGISTRATION FORM

The Center's archives and special collections are open without fee to students, faculty and staff of the College, and members of the public, for non-circulating use only. Access to certain collections may be restricted, as explained in the Center's general restriction policy statement. Your registration on this form will help us to protect the historical materials and will enable us to evaluate the usefulness of the Center's holdings. Each special collections user must first read and sign this form.

DATE _____/_____/_____

NAME _____
Surname First Middle PHONE (home, or work?) _____
Month Day Year

EMAIL _____
HOME ADDRESS _____

Street/ P.O. Box City State Zip Code

LOCAL ADDRESS _____
(if different from above) Street/ P.O. Box City State Local Phone Number

PHOTO ID _____ () () () / _____
on User's Photo I.D. Card FLC Driver's License Other type? Specify Expiration Date

Would you like your name to be on our mailing list? () () {Please select one; the default is Yes}
yes no

USER DESCRIPTION:

- () FLC Faculty--Department _____
- () FLC Staff--Office/Dept. _____
- () FLC Student--Major _____
- () Other Academic Institution _____ Faculty () Staff () Student ()
- () General Public _____

NATURE OF RESEARCH:

- () Research paper _____
Proposed Topic Department Course Number
- () Publication _____
Proposed Topic Name of Publication
- () Administrative _____
Subject Office or Department
- () Other (Please specify) _____
Subject

May we inform another user studying a similar topic that you are researching this topic? yes () no () (If neither is checked, we will consider the answer "yes".)

GUIDELINES FOR USING THE MATERIALS ("the records") AT THE CENTER:

1. All users must **register** (this form), showing positive current photo identification and signing the user log daily.
2. **Personal belongings** are to be kept separate from the research area.
3. Due to preservation concerns, **food, drink, smoking and Post-It notes** are **not** permitted in the research area.
4. Keep the records in their **present arrangement**; loose pages will stay in order if turned like pages in a book.
5. Please only use **one folder** of materials at a time.
6. To preserve the originals for future use, please make **no marks or erasures** or other changes in the records.
7. Due to the risk of inadvertent damage to documents, use of ink is prohibited; please **use pencil** to take notes.
8. **Theft, destruction or mutilation** of the materials is a crime (Colorado Revised Statutes §24-90-117).
9. With the exception of some books, the records **may not circulate**; they must stay at the Center.
10. **Photocopying** is permitted, if it is in accordance with donor agreements and copyright restrictions, unless the item is fragile, exceptionally valuable, or too large. When allowed, it is limited to single copies for the user's reference use only. Ask research room attendant for assistance.
11. These materials are provided for **reference use only**. The user agrees to publish no portion of them without the written permission of the Center, and assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials. The user is **not** permitted to publish any part of the Center's materials on the Internet/Web without permission of the copyright holder and the Center.
12. **Citations** should follow this format: Fort Lewis College Center of Southwest Studies, [name of collection], [title of the material referenced], [name of the material's creator], [date(s) of the material's creation].
13. The Center requests that the user give the Center a complimentary **copy of any publication** relying heavily on its collections.
14. The Center of Southwest Studies wishes to provide its collections for use in every way consistent with good scholarship, productive research and archival preservation. We welcome your comments and suggestions.

By signing this form, the user acknowledges responsibility to observe the above guidelines.

Signature of User _____ Date _____