

Request for Review of Stored Felber Materials

Before filling out this form, please remember that none of the material in the Felber Collection is available for loan or circulation of any kind. All material remains on the premises of the library at all times. TPL reserves the right to refuse access.

NAME: _____

CONTACT INFORMATION:

Cell Phone (____) _____ Home Phone (____) _____ Fax(____) _____

Email _____

PURPOSE OF VISIT: (Please circle all that apply)

Personal Research

Professional Research

Scholarly or School Research

SPECIFIC RESEARCH NEEDS: Please summarize any specific needs you may have. We will attempt to accommodate anything that does not contradict our procedures for handling and preserving material.

SPECIFY PREFERRED APPOINTMENT DATE: _____

By signing this form, you agree to abide by the preservation and access policies of TPL in the course of reviewing material and images contained in the Felber Collection. This includes, but is not limited to, wearing gloves while handling material at all times, refraining from flash photography, refraining from annotating or otherwise marking material and refraining from using scanners and copiers.

We will try to arrange an appointment for you as quickly as possible, however we must balance daily workflows and other primary responsibilities with the facilities and staff members we have.

Signature: _____

Date: _____

Note to Staff: Once this form is completed, ensure that it is sent to Head Librarian's Office immediately.