

Researcher Registration Form

The Cambridge Room, which houses the Cambridge Public Library's Archives and Special Collections, is open to the public for non-circulating use. Access to certain collections may be restricted as explained in the Cambridge Room's terms of access 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 archives' holdings.

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email Address _____

Photo ID _____
Type _____ Number _____

Collections or Books Requested

Guidelines for using the materials at the Cambridge Room:

1. All researchers must register with this form and show current photo identification with name and address.
2. Due to preservation concerns, food, drink, and chewing gum are not permitted in the Cambridge Room.
3. Keep all records in their present arrangement; loose pages will stay in order if turned like pages in a book.
4. Please only use one folder at a time.
5. To preserve the originals for future use, please make no marks or erasures or other changes in the records.
6. Due to the risk of inadvertent damage to documents, use of ink is prohibited; please take notes in pencil.
7. The researcher assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials.
8. None of the materials may circulate; they must stay in the Cambridge Room.
9. Theft, destruction, or mutilation of library materials is a crime. The researcher accepts financial responsibility for any damage to materials.
10. The researcher agrees to give the Cambridge Room a complimentary copy of any publication relying heavily on its collections.
11. Citations should follow this format: identification of item, name of collection, Cambridge Room Archives and Special Collections.
12. The researcher must read and sign this form before using the records. By signing this form, the researcher acknowledges responsibility to observe the above guidelines.



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Cambridge Room Rules and Regulations

The Cambridge Room houses materials that are historically valuable, fragile, and unavailable elsewhere and therefore, it functions differently than the rest of the library. Accessing materials requires the assistance of the professional archivist. Staff adheres to professional archival security measures in administering archives holdings to ensure that materials are available for future researchers. In order to prevent possible theft and damage to any of the materials, staff has established rules and regulations for the Cambridge Room and for the researchers requesting to view materials.

1. The Cambridge Room is restricted to researchers who are actively using the collections.
2. The Cambridge Room is open to the public Monday: 1:00 p.m. to 5:00 PM.; Tuesday: 9:00 AM to 1:00 PM; Wednesday; 5:00 PM to 9:00 PM; Thursday: 9:00 AM to 1:00 PM; and Friday: CLOSED. Additional appointment hours are available at the discretion of the archivist. We urge researchers to call ahead at 617-349-7757 to ensure a successful visit and to confirm the archivist's availability.
3. All researchers are required to provide a photo id with name and address and to complete a registration form, that includes the researcher's name, address, and the records requested.
4. Archival material is used in the Cambridge Room only with the supervision of staff. None of the materials can circulate or leave the Cambridge Room. All material must be returned to the archives staff before the researcher leaves the room.
5. All Cambridge Public Library policies are enforced. Drinking, eating, and chewing gum are not permitted in the Cambridge Room.
6. Researchers are allowed to bring pencils, note paper, cameras, and laptops into the Cambridge Room. Pens are restricted from the Cambridge Room. Outerwear and bags must be secured in one of the lockers inside the Cambridge Room.
7. All materials must be handled with care. Researchers must not bend or fold materials. Marks cannot be added or erased; tracing and rubbing are prohibited. Loose sheets and volume pages should be handled by their edges. Cotton gloves, supplied by staff, must be worn when viewing photographs.
8. Theft, destruction, or mutilation of library materials is a crime. The researcher accepts financial responsibility for any damage to materials.
9. Researchers are allowed to use one item at a time. When looking at the contents of a box, researchers must use one folder at a time. Researchers may not remove material from folders.
10. Photocopies and scans of items are allowed at the discretion of the staff.
11. Access to open and unrestricted material is on equal terms for all persons who abide by all Cambridge Public Library policies and the Cambridge Room's rules and regulations.

Those who do not comply with all Cambridge Public Library policies or the Cambridge Room's rules and regulations will be asked to leave.

Signature _____

Date _____

This form will be kept on file for one year to collect statistics about material use and to protect the collection.



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