



501 Whitaker Street ■ Savannah, GA 31401 ■ Tel 912-651-2125 ■ Fax 912-651-2831 ■ www.georgiahistory.com

Research Center Patron Registration

(Please Print)

Name: _____

Address: _____

Postal mail opt out

Phone No: _____ Email: _____

Driver's License/State Issued ID No: _____

Institution You Represent (if any) _____

Nature of Research, or Subject: _____

FOR INTERNAL USE ONLY:

(Staff initials verifying valid
gov't-issued ID presented)

(ID type)

(Date presented)

Entered in database _____
(Staff initials)

RULES FOR MATERIALS USE

Please initial each item to verify that you have read and agree to follow the rules of the Georgia Historical Society Research Center.

- ___ Digital photographs (including cell phone camera use) may only be taken of archival and rare materials at the reserved table after completing a digital camera use policy form.
- ___ No pens, highlighters, or other unapproved instruments may be used.
- ___ Patrons may not mark, photograph, paperclip, staple, use post-its on, or fold any Research Center materials.
- ___ Rare/archival materials must be used at the reserved table and must not be left unattended. Please notify staff when you are finished using rare/archival materials. Use of materials at the reserved table is limited to four researchers.
- ___ White gloves (supplied by GHS) must be worn when handling photographic material and objects.
- ___ Archival materials must be kept in the same order that they are found. Do not remove materials from folders.
- ___ Only one folder at a time may be removed from an archival box.
- ___ During busy times, users of archival and rare materials may be required to limit their research time to one hour.
- ___ All photocopying is done by staff. Reproductions may be prohibited due to donor restrictions, privacy concerns, copyright law, or condition of the item(s).
- ___ GHS materials may not be removed from the Research Center reading room.
- ___ Staff reserves the right to examine personal research material such as notes, folders, etc., as well as any bags or other containers.
- ___ Patron hereby agrees to indemnify, defend and hold harmless GHS and its employees from and against all liability, including costs and expenses, arising from use of the materials, including the disclosure or use of the materials by any person to whom patron has given such materials, whether based on violation of rights of ownership, infringement of copyright or trademark, or invasion of the rights of privacy, law of libel or any other claim.

I have read, understand, and agree to abide by the rules for use of materials of the Georgia Historical Society. I have been made aware of the GHS Rules and Regulations for the Research Center and of the use of video surveillance in Hodgson Hall. Failure to comply will result in the loss of use privileges and may result in fees or legal action.

Patron signature

Date

October 2015