



THE UNIVERSITY OF ARIZONA

POETRY CENTER

Rare Books and Archival Collections Policies Form

The Poetry Center's rare books and archival collections are open to all patrons Tuesday through Saturday during regular library hours. Patrons are required to comply with the Poetry Center's archives policies to ensure that materials are protected for current and future use.

Users of the Poetry Center's rare books and archival collections must complete and sign this form indicating compliance with these policies. It will be retained on file for three to five years.

Contact information	
Name:	Email:
Phone number:	Mailing address:
Are you a...?: <input type="checkbox"/> Community member <input type="checkbox"/> UA student <input type="checkbox"/> UA faculty/staff <input type="checkbox"/> UA alum. <input type="checkbox"/> Other university student (please specify): _____ <input type="checkbox"/> Other university faculty/staff (please specify): _____ <input type="checkbox"/> K-12 teacher (please specify): _____	

Purpose of Visit	
Please check all that apply: <input type="checkbox"/> Personal interest <input type="checkbox"/> Thesis/dissertation <input type="checkbox"/> Article/book/publication <input type="checkbox"/> Research paper <input type="checkbox"/> Other (please specify): _____	Research topic(s) if applicable:

Poetry Center Rare Books and Archival Collections Policies:

1. Rare books and archival materials cannot be checked out and can only be used at the Poetry Center's designated reading table.
2. All rare books and archival materials will be retrieved for patrons by a library staff member. Patrons must **return requested materials to the librarians' office** after use and before leaving the library.
3. **Only pencil, laptop, cell phone, and library-provided paper** may be used while handling materials. (No pens of any kind; no post-it notes.)
4. All other personal belongings must be stored in cubbies at the library entrance. We are not responsible for the security of your personal belongings.
5. You may request more than one box or item, but boxes or items will be issued to you one at a time. For archival materials: please do not remove more than one item at a time from one folder or box at a time.
6. For archival materials: when removing an item from a folder or box, please use an out card to indicate its original location.
7. Food, drinks, and tobacco are strictly prohibited in the Poetry Center Library. No drinks of any kind, including water, may be used while handling rare books and archival materials.
8. Please **handle all materials with care** and follow the guidelines of library staff.
9. Permission to photocopy is handled on an item-by-item basis. Please inquire with library staff and be aware of the restrictions imposed by the copyright law of the United States.

Agreement	
I have read the University of Arizona Poetry Center's Archival Collections Policies and agree to abide by them.	
Signature:	Date:

Thank you for your interest in our collections!