



Public Research Application

Please read the "Rules and Procedures for Use of Archival Collections" found on the backside of this page carefully (you will also be given a copy for your future reference). Then fill in the appropriate information below. When completed please turn in to staff and present with picture identification. Your application will help us better serve you and ensures that you are familiar with the rules and procedures of this archival repository designed for the security and preservation of the City's historical records. Thank you for your cooperation!

Researcher Information (please print)

Name: _____

Address: _____

Telephone number: _____

Email address: _____

Institution you represent (if any): _____

Nature of research (historical, legal, genealogical, other) or subject: _____

Publication plans: _____

How did you learn about this repository: _____

I have read the attached "Rules and Procedures for Use of Archival Collections." I understand the rules and procedures and agree to follow them when using the archival collections of the City of Savannah Research Library and Municipal Archives. I understand that failure to comply with these rules will result in a loss of use privileges.

Researcher Signature *Date*

For Staff Use Only		
<i>Identification (Driver's license #, State issued ID #, or School ID #)</i>	<i>Expiration Date</i>	<i>Date and Staff initials</i>

Rules and Procedures for Use of Archival Collections

All researchers using the archival collections of the City of Savannah Research Library & Municipal Archives will be held accountable for the following rules and procedures. They have been designed to insure the security and preservation of the collections so that they will be available for you and other researchers. If you are uncertain about any of the following, before or during research, please ask the Library & Archives staff. Thank you for your cooperation!

1. Appointments must be made with the staff for all research in the library. Please contact the Archivist (912) 651-6411 or the Director (912) 651-6412 to set up an appointment (appointments are made between Monday-Friday 9am-4pm).
2. All researchers must complete and sign a Research Application once a calendar year and provide acceptable photo identification prior to use of the collections.
3. Smoking, eating or drinking is not permitted in the library. Please turn off cellular phones.
4. All personal materials (including purses, briefcases, bags, knapsacks, etc.) must be stowed beneath the designated research table. The Library & Archives staff reserves the right to examine research materials, personal notes, backpacks, purses, etc. at any time.
5. Researchers are permitted to use all unrestricted archival materials which are arranged and processed for use. Please consult the Archivist regarding desired restricted materials.
6. Researchers must fill out call slips to request archival materials.
7. All archival materials must remain in the library in the space designated by the staff for use.
8. Only one box of materials may be used at a time. All materials must be kept in the order in which they are found in each folder. Folders must be kept in the order in which they are found in each box.
9. The researcher must accept the responsibility of carefully handling all materials made available. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way that may damage them. All materials must be kept on the surface of the table. For certain materials, it may be necessary to wear gloves provided by the staff.
10. Notes may be taken only with pencil, tape recorders, or personal computers. No pens, highlighters or post-it notes are permitted. Personal materials essential for research must be approved by the reference staff prior to beginning research.

Please consult staff regarding photocopying procedures. Staff will make photocopies for you. Do not use the photocopier yourself. Copying may be prohibited due to collection restrictions, copyright law, or physical condition of the materials.

1. Photocopies – All photocopies are made by the staff. Materials deemed too fragile by the staff will not be photocopied. The first ten pages of copies are provided at no charge. Additional copies will be charged at 10 cents a page. Copies must be paid for with a check made out to the City of Savannah (no cash or charge cards accepted). Copies can be made only as the staff schedule permits. Large photocopy requests may need to be completed and picked up at a later time.
2. Photography – Cameras and video cameras are allowed with staff supervision. Use of flash equipment may be restricted by the Archivist for the protection of archival materials.
3. Scanning – Small flat-bed scanners can be used with permission and supervision of the staff.
4. Please read carefully the statement on copyright below. **Permission to reproduce does not constitute permission to publish.** Researchers who plan publication are asked to discuss this with the Archivist first for written permission. While most of the Library & Archives collections are public records and in the public domain, not all are, and the Library & Archives may not be the owner of copyright for all its archival materials. Researchers are responsible for obtaining any necessary permission to publish from the holder of copyright. In the event that the Library & Archives becomes a source for publication, a copy of the publication is requested for the Library & Archives.
5. Use the following form for citing archival materials from our collections:
Item and collection identification. City of Savannah Research Library & Municipal Archives, Savannah, Georgia.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.