

PITTS THEOLOGY LIBRARY

**Emory University
Atlanta, Georgia**

**ARCHIVES AND
MANUSCRIPTS**

RESEARCH APPLICATION *(please print clearly)*

Date _____

Name _____

Permanent address _____

Telephone _____

Email _____

Local address (if you are staying in temporary local lodging during your research visit)

- Candler faculty/staff
- Candler student
- Emory undergraduate
- Emory graduate student
- Emory faculty/staff
- Emory alumni
- Non-Emory undergraduate
- Non-Emory grad. student
- Non-Emory faculty
- Organization staff
- Non-EU museum/archives staff
- Genealogist
- Church historian
- Other _____

Institutional affiliation _____

If student, degree sought and faculty advisor _____

Subject of research (please be specific) _____

Publication plans _____

Final product or purpose of research *(check all appropriate items):*

- | | | |
|---|---|--|
| <input type="checkbox"/> Class assignment | <input type="checkbox"/> Ph.D. dissertation | <input type="checkbox"/> Administrative continuity |
| <input type="checkbox"/> Honors paper/Sr. Thesis | <input type="checkbox"/> Article | <input type="checkbox"/> Family history/genealogy |
| <input type="checkbox"/> Graduate/Seminar paper | <input type="checkbox"/> Book | <input type="checkbox"/> Local church history |
| <input type="checkbox"/> Candler/Emory U. history | <input type="checkbox"/> Exhibit | <input type="checkbox"/> General/personal interest |
| <input type="checkbox"/> Class preparation | <input type="checkbox"/> Media presentation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> M.A. thesis | <input type="checkbox"/> Preservation/Restoration | _____ |

I have read, I understand, and I agree to abide by all the rules listed on the back of this form governing the use of manuscripts and archival materials in the Pitts Theology Library.

Signature of researcher _____

Staff use only

Identification type: _____

Approved by: _____

Special Comments: _____

Using Materials from Archives and/or Special Collections

The holdings of the Archives and Manuscripts Department and Special Collections Department of the Pitts Theology Library are available for reference use from Monday through Friday, 10:00 a.m. until 4:00 p.m., university holidays excepted. While the Library encourages the broadest possible use of its collections, the nature of these materials requires that we consider applicants on an individual basis.

PROCEDURES FOR REQUESTING MATERIALS

Archives:

1. Researchers must complete and sign an application form once each fiscal year (July 1 - June 30) and must provide acceptable identification (driver's license or photographic I.D. card).
2. All manuscripts and archival materials are housed in closed stacks. Readers may request particular items by submitting the appropriate call slips to the Special Collections Reference Assistant. The Reference Assistant will bring the material to the researcher. No material will be pulled for researcher use after 3:45 p.m.

Special Collections:

1. Researchers must fill out a call slip for each item requested including call number, author and title. Each slip must include the researcher's name, address and signature.
2. All rare books are housed in closed stacks. Readers may request particular items by submitting the appropriate call slips to the Reference Librarian. The Librarian will bring the material to the researcher. No material will be pulled for researcher use after 4:00 p.m.

HANDLING AND CARE OF MATERIALS

1. All materials must be consulted in designated areas only and may not be taken to other areas of the Library.
3. The Library reserves the right to inspect all research materials and personal articles before a patron leaves the building.
4. The researcher must accept the responsibility of handling carefully all materials made available. Manuscripts and archival materials are to be maintained in the order in which they are received by the researcher. If any material is discovered out of order, please notify the Special Collections Reference Assistant. **Do not rearrange papers.** Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way that may damage them.
5. Researchers may be limited in the amount of material that can be on the table at one time. For archives and manuscripts the limit is no more than one box on the table and one folder at a time out of

the box. For rare books no more than two books should be on the table at a time.

6. **The use of ink is strictly prohibited.** Pencils must be used when archives, manuscripts and rare books are on the table.
7. No food or beverages are allowed in the Library, and smoking is prohibited.
8. All materials must be returned to the Special Collections Reference Assistant by 4:00 p.m. or before the researcher leaves the Library.
9. Mutilation, destruction and theft of archives, manuscripts and rare books are subject to prosecution.

REPRODUCTION FOR RESEARCH USE

Requests for duplicating materials require the approval of the Special Collections Reference Assistant or the Curator of Archives and Manuscripts, who will consider requests for reproduction of material when such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyright law. All photocopies must be made by authorized library staff. Requests for reproduction will be considered on an individual basis. All duplication requests must be made before 3:45 p.m. **Permission to reproduce does not constitute permission to publish (see below).**

PERMISSION TO PUBLISH

Researchers should be aware that the Copyright Law of the United States (Title 17, USC) provides protection for unpublished materials as well as for published works. Permission to publish from or to quote from previously unpublished manuscripts or from published items under copyright must first be obtained from the copyright holder. It is the researcher's responsibility to secure that permission. For original manuscript materials, the permission of the Pitts Theology Library, as owner of the originals, is also required. In most instances, the Library does not hold the copyright to materials in its holdings.

CITATIONS

In citing materials from manuscript collections located in this library, the form should be as follows: [Identification of the item and the title of the collection], [Identification of the Record Group or Manuscript number], Archives and Manuscripts Department, Pitts Theology Library, Emory University.

