



SIMON FRASER UNIVERSITY
LIBRARY

Special Collections and Rare Books

USER REQUEST FORM

Date (DD/Month/YYYY):	Is this your first time researching with SFU Special Collections?
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Preferred Name (First and Last Name, if applicable):

Primary Contact Number: <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work	E-mail Address: <input type="checkbox"/> Personal <input type="checkbox"/> University <input type="checkbox"/> Work
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Affiliated Institution and City/Country:	<input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student
Office/Department/Major:	<input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Independent Scholar/Researcher
	<input type="checkbox"/> Other (please specify):

Purpose of Research (select all that apply)

<input type="checkbox"/> Thesis/Dissertation	<input type="checkbox"/> Class Assignment (Please specify course number):
<input type="checkbox"/> Research for Publication	<input type="checkbox"/> Other (Please specify):

Topic of Research (please be specific):

Requested Materials

Author/Collection	Title/Item	Call Number/Box Number

Rules for Citations

Attribution/citation for archival material should be provided as follows:
 Item [insert record/image number here, eg. MsC-177-1-3-0-0-2] courtesy of the [insert full fonds/collection name here, eg. David and Mary Macaree fonds], Special Collections and Rare Books, Simon Fraser University Library.
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Reading Room Policies and Guidelines

- Special Collections materials are non-circulating. **No research materials may be removed from the Reading Room or Wosk seminar room.**
- Special Collections users will be asked to place all backpacks, briefcases, overcoats, jackets, etc. in the location designated by Special Collections staff at the beginning of their visit, where said items must remain for the duration of the user's stay. Special Collections staff are not responsible for valuables left unattended.
- **No food or drink is permitted in the Reading Room or Wosk seminar room.**
- Users may bring a notepad and pencil and/or personal portable computer to the Reading Room or Wosk seminar room. No pens or any form of adhesive (including tape, glue or post-it notes) may be used at any time.
- Some records may be subject to access restrictions due to content or physical condition. In some cases permission from the creator may be required in order to access materials.
- Items or files from the storage areas will be delivered to the user in the Reading Room or Wosk seminar room by the Special Collections staff. At no point may a user enter designated "Staff only" areas unescorted or without permission.
- All unbound materials examined (papers within folders and/or folders within boxes) **must remain in the exact order in which it was received.**
- Materials must be handled with extreme care, and not marked or folded in any way.
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- I understand further that Simon Fraser University Library makes no representation that it is the owner of the copyright in any unpublished material, and that permission to publish must be obtained from the owner of the copyright.
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Signature

Date