

Oregon State Archives Reference Room Registration Form

A reference identification card will be issued after filling out this form. Please show it at the Reception Desk on subsequent visits to the Oregon State Archives. Registration must be updated annually.

Reference Identification
Number:

Name (Please print):	Identification (e.g. Driver License, Student I.D.):	
Institution, Organization or Affiliation:	Telephone:	
Mailing Address:		
<i>street or post office box</i>		
<i>city</i>	<i>state</i>	<i>zip code</i>

By signing this registration form I agree to the rules and regulations of the Oregon State Archives Reference Room listed below:

1. *No public records in the official custody of the State Archivist will be loaned for use outside the Oregon State Archives.*
2. *Fees shall be charged for staff research and technical labor, copying, and certification services.*
3. *Patrons shall register and furnish identification to use public records.*
4. *Patrons shall obtain written permission from the state or local agency, or its successor, which placed the public records in the official custody of the State Archivist in order to use public records exempted from disclosure.*
5. *Patrons shall only use a pencil when making notations, shall not mark public records, and shall maintain the original order of the public records consulted.*
6. *No person shall smoke, drink, or eat in the Reference Room.*
7. *Patrons shall notify the staff when their work is completed.*
8. *Patrons shall not remove from the Reference Room public records or other materials in the official custody of the State Archivist.*
9. *Patrons shall not alter, mutilate, or otherwise deface public records.*
10. *Patrons shall take only pencils, paper, and research materials into the Reference Room. Lockers are provided for patron use.*

Signature

Date

The Archives Reference Room is open 8 a.m. - 4:45 p.m., Monday through Friday, for personal research.