



**Mennonite
Church
USA**

Historical
Committee

Archives Researcher Registration Form

Date _____

Name _____

Address _____

Phone _____ Email _____

Institutional Affiliation

- | | |
|---|---|
| <input type="checkbox"/> Mennonite Church USA /Agency | <input type="checkbox"/> Goshen College |
| <input type="checkbox"/> Mennonite Conference | <input type="checkbox"/> Other Mennonite Organization |
| <input type="checkbox"/> Mennonite Congregation | <input type="checkbox"/> Other Institution (_____) |
| <input type="checkbox"/> Unaffiliated | |

Purpose of Research

- | | |
|--|---|
| <input type="checkbox"/> Administrative / Work-related | <input type="checkbox"/> Genealogy / Family History |
| <input type="checkbox"/> Academic – K-12 | <input type="checkbox"/> Congregational / Local History |
| <input type="checkbox"/> Academic – undergraduate | <input type="checkbox"/> Book / Film / Journal / Website Production |
| <input type="checkbox"/> Academic – graduate | <input type="checkbox"/> Other (_____) |

Please read and sign the back of this form.

For Staff Use Only

ID # _____

Staff initials _____

- | | |
|--|--|
| <input type="checkbox"/> Goshen College ID | <input type="checkbox"/> Other Driver's License (State _____) |
| <input type="checkbox"/> IN Driver's License | <input type="checkbox"/> Other ID (Specify _____) |

Researcher ID # _____

Regulations for Researchers

Please carefully read the following rules governing the use of the materials at the Mennonite Church USA Archives. Your signature acknowledges your understanding of the rules and your agreement and willingness to comply with them. Your signature further certifies that all the information given on the reverse side of this form is correct

If you have questions concerning any of the rules, please feel free to ask any of our staff.

1. Researchers must register annually. A researcher card will be issued and must be shown at all subsequent visits. Researchers must also sign in daily.
2. Researchers must leave coats, backpacks, and other materials outside of the research room.
3. Eating and drinking are strictly prohibited in the research room.
4. Archival and manuscript materials are fragile and therefore must be handled with care. Do not mark, fold, trace over, cut, or otherwise damage them.
5. Use of pens, markers, and highlighters, of any type, is strictly prohibited. Use pencil or computers to take notes.
6. Please preserve the existing order of the collections. Take care to return all records and documents to their original folders and/or boxes.
7. Materials may not be checked out of the research room unless authorized by the Mennonite Church USA Historical Committee staff.
8. Archives users may photocopy materials using the copier in the research room (\$.15 per page) or may use personal digital cameras or portable scanners in the reading room in accordance with our policies at no charge. Archives users may also ask archives staff to digitize materials for a fee.
9. Archives users are responsible for complying with the terms of any and all restrictions placed on the materials being used, including but not limited to copyright laws, libel, and privacy legislation. If you find private information (social security numbers, health records, etc.) please bring it to the attention of the staff.
10. If requested, all notes, photocopies, and other papers and books must be presented to staff for inspection before leaving the research room
11. Please cite the archives appropriately in any published works. A citation guide is available.

Signature _____ **Date** _____