

**Application for Use of Materials**  
UTA Libraries, Special Collections Division

Last Name (to be completed by staff)

First Name

Date

|                          |                |      |
|--------------------------|----------------|------|
| Last Name (please print) | First Name     | Date |
| Address                  | City/State     | Zip  |
| Telephone                | E-mail Address | Fax  |

Please check one:

Visitor to UTA \_\_\_\_\_  
(please indicate institution represented, if applicable)

UTA Faculty

UTA Student       undergraduate       graduate student

UTA Staff

Topic of research \_\_\_\_\_

**Please Read**

Research materials are placed in a Special Collections area in order to preserve them for future use. Materials may include rare or aged books, manuscripts, or items of any format. Such materials require special storage, handling, and security. **We request that you participate in the preservation of our holdings by adhering to the following procedures:**

- Deposit personal belongings in the drawers provided. Please retain the key until your departure.
- Cellular telephones must be set to vibrate mode. Calls must be taken outside the reading room.
- Use only pencils or laptop computers to take notes. (Pens and other permanent markers are not permitted). Sheets of paper will be provided by staff for researchers using manuscript or archives collections or clippings files. Gloves will be provided for use with photographic materials.
- Maintain the order of manuscript materials. Please open only one folder or clippings envelope at a time. Report damage or disarrangement to the staff.
- Avoid stacking books or heavy objects, or placing elbows, on any materials.
- Tobacco products, food, and drink are prohibited.

It is the researcher's responsibility to conform to all legal provisions (such as literary right and copyright) affecting the materials used. The Libraries will not be responsible for the researcher's infringement of any such laws.

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in UT System BPM #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

**I have read the above procedures and agree to follow them.**

Signature \_\_\_\_\_

TO BE COMPLETED BY STAFF

Identification:     Driver's license    State \_\_\_\_\_    Number \_\_\_\_\_  
                           UTA ID  
                           Other form of ID    \_\_\_\_\_

Interviewed by \_\_\_\_\_