

Archives and Special Collections

Tennessee State University

Brown-Daniel Library

3500 John A. Merritt Blvd.

Nashville, TN 37209-1561

Phone #s (615) 963-5219 - Fax (615) 963-5216

(Please Print)

Application for Research Privileges

Date: _____

TSU Undergraduate

TSU Graduate

Name: _____

TSU Faculty

TSU Staff

Permanent address: _____

TSU Alumni

Visitor

Researcher

Phone: _____

Email: _____

Fax: _____

Website: _____

Institutional affiliation (if any): _____

Student status or occupation Degree candidate or degree sought, and faculty advisor
class assignment or Master's thesis or Ph.D. dissertation or publication or other.

How did you learn about our holdings?

Citation in Published Work

On-line Catalog

World Wide Web (Internet)

Instructor

Referral from another library

Word of Mouth

Special Collections News Letter

Referral

Research Purpose:

Class project

Dissertation

Pictorial Research (print)

Graduate/Seminar Paper

Honors Paper

Pictorial Research (film)

Administrative Use

Thesis

Family History

TSU History

Exhibit

Article

Book(s)

Website

If none of the above, please

specify _____

Subject of Research (please be specific): _____

Research Director/Class Instructor (if any): _____

Publication Plans (if any) _____

Print(book, article, etc.)

A/V (tv, film, video, news, etc.)

Digital (website, cd-rom, etc.)

Data from this form will be used to compile statistical and research topic summaries. May we release your name and information about your research topic to others working in the same area? **Yes** ___ **No** ___

All researchers using the resources of the Special Collection Department must complete this form. The information you provide will help the staff to better assist you in your research, compile statistics, and provide for the security of the Collections.

**I have read, I understand, I have sign, I agree to abide by
the rules listed and printed on the back of this form.**

Special Collections materials are available for research use during regular hours Monday through Thursday 8:00 am until 4:30 pm, no materials may be requested after 4:15 pm and on Friday 8:00 am until 4:15 pm, no materials may be requested after 4:00 pm. We are not open on Saturday!! The materials may be used only in the quarters of the department during the regular hours. Researchers should turn in their items 15 minutes before closing time. (Hours subject to change during holiday and intersession periods.) While the department encourages the broadest possible use of its collections, the nature of the materials requires that we consider pre-college applicants and high school students on a special case-by-case basis.

Procedures for Requesting Materials

1. Researcher must complete and sign an application form once each fiscal year (July through June) and must provide acceptable identification (driver's license or photographic ID card). Researcher signs the register daily during each research visit.
2. Paper and pencils only may be taken in to the research room. Briefcases, purses, coats, books papers and other personal articles must be deposited in the lockers outside the research room. The department reserves the right to inspect all research materials and personal articles before a patron leaves the department.
3. All Special Collections materials are housed in closed stacks and do not circulate. Researchers request materials by submitting the appropriate call slips/request forms to the staff.
4. All materials must be consulted in the research room only and must be returned to the staff before the researcher leaves the department.

Handling and Care of Materials

1. The researcher agrees to handle all Special Collections materials carefully. Unbound materials are to be kept in the order in which they are received. If material appears to be out of order, please notify the staff; do not rearrange papers. Manuscripts and books may not be leaned on, written on, folded, traced over or handled in any way, which may damage them.
2. Researchers may be limited in the amount of material received at one time; one box on the table at a time is standard.
3. The use of ink is strictly prohibited
4. Laptop computers may be used in the research room. All equipment cases must be deposited outside the research room (in the lockers).
5. No food or beverages may be brought into the department.
6. Cell telephones must be used outside the research room.
7. Mutilation, destruction and theft of library materials are subject to/will be prosecuted.

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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]

Tennessee State University, Brown-Daniel Library, Special Collections

(Driver's License/TSU Photo I.D.)

Approved/Checked By:___ Identification Photo ID number/type:_____

Signature:_____ Date:_____

Staff use only below this line *** Materials Used:
