

DEGOLYER LIBRARY

APPLICATION FOR USE OF SPECIAL COLLECTIONS MATERIAL IN READING ROOM

Last Name First Name Middle Initial

Address

City State Zip Code

Phone Number Email Address

Research Topic SMU Faculty SMU Graduate Student SMU Staff SMU Undergrad Student Outside Researcher

RULES GOVERNING THE USE OF MATERIALS

Regulations:

Permission to access materials is granted to scholars, advanced students, undergraduates, and visitors not affiliated with Southern Methodist University who complete this application, agree to the following regulations, and provide a current photograph identification card. This application must be renewed each year.

- DeGolyer Library materials are non-circulating and may only be used in the Reading Room. Only items necessary for research are permitted in the reading room. Special care must be observed in handling materials in order to preserve them for future researchers. The library reserves the right to limit the number of items issued to a researcher at any one time. Researchers must complete a call slip for each item they wish to use and turn it in at the library's front desk to be paged. All material must be returned to the front desk at the end of each use. A limited number of items may be placed on hold for use in the immediate future. The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary right, property right, and libel. The undersigned also covenants and agrees to exonerate, indemnify, and hold Southern Methodist University, its Trustees, Fellows, Officers, Servants, and Agents harmless for and on account of any loss, cost, damage, or expense arising out of or in any way connected with the use which the undersigned makes or suffers or permits to be made of the materials used. Permission to publish in any format requires the proper completion, signing, and approval of the Application to Publish.

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Citation:

Citations in either published or unpublished works should read: "DeGolyer Library, Southern Methodist University, Dallas, Texas, [Item and collection used]."

Signature of Researcher: Date:

Request Authorized by: