

The New York Public Library
BROOKE RUSSELL ASTOR READING ROOM
Reader registration

Last name <input type="text"/>	First name <input type="text"/>
Affiliation (please include department) <input type="text"/>	Position/title (e.g. graduate student, assistant professor) <input type="text"/>
Email <input type="text"/>	Phone number <input type="text"/>
Permanent address <input type="text"/>	
Reference (name and contact information) If you have a collaborator, editor, advisor, instructor, or are conducting this research for another person, put that information below <input type="text"/>	

Research goal/purpose

<input type="checkbox"/> course paper	<input type="checkbox"/> thesis	<input type="checkbox"/> conference paper	<input type="checkbox"/> book	<input type="checkbox"/> genealogy
<input type="checkbox"/> dissertation	<input type="checkbox"/> journal article	<input type="checkbox"/> documentary	<input type="checkbox"/> exhibition	<input type="checkbox"/> other _____

Research topic

Method of locating pertinent material (please mark all that apply)

<input type="checkbox"/> citation/footnote	<input type="checkbox"/> NYPL catalog	<input type="checkbox"/> NYPL archives search	<input type="checkbox"/> search engine
<input type="checkbox"/> referral	<input type="checkbox"/> WorldCat/ArchiveGrid	<input type="checkbox"/> other _____	

Stage of research

Projected duration of research visit

Other libraries/archives/NYPL divisions consulted for this project

Library card number

By signing this document I acknowledge that I have read and understand the Division's policies and rules governing access, use, duplication, and publication of its collections.



Signature

Date

The New York Public Library
BROOKE RUSSELL ASTOR READING ROOM
Conducting on-site research

The Brooke Russell Astor Reading Room is open Monday-Saturday, 10am-5:45pm.

Staff will help identify and make arrangements for researchers to consult special collection material including archives, manuscripts and rare books. Researchers are reminded to contact the Library by email at least two business days before a research visit to expedite access of collection material.

- ∞ Divisional staff will determine which materials can be made available for use and when surrogates must be used in lieu of originals.
- ∞ Only items necessary for research such as paper, pencils, laptops without cases, and handheld cameras or cell phones are permitted for use in the Brooke Russell Astor Reading Room.
- ∞ Jackets, bags, purses, pens, etc. are to be left at the coat check located on the ground floor adjacent to the Library's 42nd Street entrance.
- ∞ Small personal belongings (wallets, keys) may be brought to the Reading Room, but must be kept in the clear "Researcher Bag" obtainable from coat check staff. The "Researcher Bag" must be kept on the floor during collection use. Personal items are subject to examination upon entering and leaving the Reading Room. No food or drink is permitted.
- ∞ Disable all sounds on cell phones, devices, computers, and handheld cameras.
- ∞ Researchers must hold a New York Public Library card obtainable from staff in the General Research Division, and must also present a valid photo ID to complete reader registration.
- ∞ Safe handling of collection material is important. Library collections should be left in the state they were found. Please listen carefully to instructions for handling materials.
- ∞ Personal photography of collection materials is permitted for research purposes, but may be subject to restrictions pending further review. Please direct questions about duplication to staff on duty. Photographing the Reading Room, researchers, or Library employees is not permitted. It is not permissible to record audio or video in any case.
- ∞ Researchers are reminded that it is their obligation to comply with copyright law when publishing or otherwise using materials from the Library's collections. Researchers are advised that the disclosure of certain information pertaining to identifiable, living individuals without the consent of those individuals may have legal ramifications.

Archives and rare book specialists are available for questions and conversation at any point during your research visit.

