



New York  
Public  
**Library**

Date: \_\_\_\_\_

Last name: \_\_\_\_\_

**New York Public Library for the Performing Arts  
Katharine Cornell-Guthrie McClintic Special Collections Reading Room  
Reader Registration**

Full name :	
Permanent address:	
Local address: <i>(if applicable)</i>	
Email:	

Date of Visit:	Call number(s), title(s) and box/volume number(s) of materials consulted:

Researcher Status		
<i>Please check all that apply:</i>		<i>Please check primary status</i>
___ College/University	Name of Institution: Faculty? <input type="checkbox"/> Staff? <input type="checkbox"/> Student? <input type="checkbox"/>	
___ Historian, Genealogist, K-12 Educator	<i>Please specify:</i>	<input type="checkbox"/>
___ Performing Arts	<i>Please specify:</i>	<input type="checkbox"/>
___ Museum, Gallery, Archive, Library	<i>Please specify:</i>	<input type="checkbox"/>
___ Writer, Critic, Journalist	<i>Please specify:</i>	<input type="checkbox"/>
___ Other	<i>Please specify:</i>	<input type="checkbox"/>

Purpose of Visit		
<i>Research Topic(s) or Title:</i> <i>Please check all that apply:</i> <b>purpose</b>		<i>Please check primary</i>
___ Research Paper/Essay		<input type="checkbox"/>
___ Thesis/Dissertation		<input type="checkbox"/>
___ Article/Publication/Video/Social Media		<input type="checkbox"/>
___ Performance/Lecture/Exhibition		<input type="checkbox"/>
___ Personal Research		<input type="checkbox"/>
___ Family History/Genealogy		<input type="checkbox"/>

___ Other (please specify)		<input type="checkbox"/>
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10/11/2016

*Form continues on back* →

**We welcome all researchers to the Special Collections Reading Room. Because of the rare and unique nature of the materials held in our collections, we ask that all readers follow guidelines specific to this Reading Room.**

- **Books, notebooks, files, and other materials must be placed on the shelves in the Reading Room**
- **Pencils only, no pens**
- **Keep all materials flat on the table and handle as gently as possible**
- **Materials may not be removed from clear sleeves**
- **The 3rd floor is a quiet zone. Please set your cell phone to the mute or vibrate function.**
- **Special Collections call slips may be submitted until 5 pm on Tues, Wed, Fri and Sat and until 7 pm on Monday and Thursday.**
- **Only photocopies of items from general clippings and programs files may be requested through our on-site duplication service. For information about obtaining copies of other materials, please see #10 below.**
- **All patrons are required to fill out a registration form. This completed form will be kept confidential and on file for 1 year. If you return to the Special Collections Reading Room, please let the desk staff that you have an existing registration form.**
- **Researchers must follow the guidance and instruction of the staff at all times.**

1. Please handle all materials with great care and attention. Turn pages gently and lay your pencil down while you are handling the materials. When taking notes, please make sure your notepaper is on the table, and not on top of materials. You must wear gloves provided by the staff when handling photographs and negatives. Items with fragile bindings must be supported in cradles. Please ask for assistance when needed.
2. While using our materials, you may have only loose paper, pencil, laptop computer, and camera with you at the table. Paper and pencils are available at the Reading Room desk. Handbags must be closed and kept underneath your table. All coats, briefcases, book bags, and other personal property must be checked at the coatroom on the 3rd floor.
3. To protect our fragile materials, food, drink, chewing gum, and candy are not allowed.
4. You may request up to 4 items at a time, but you may use only one at a time.
5. It is critical that folders retain their order within a box. When you remove a folder, please use the marker provided to hold its location. Remove only one folder at a time. Please be sure all materials are returned neatly to each folder before returning it to the container.
6. If you discover materials in need of preservation, or materials that appear to be out of order, please bring them to the attention of the Reading Room staff immediately.
7. Manuscript collections and archival records may contain materials with sensitive or confidential information. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals without the consent of those individuals may have legal ramifications.
8. Special Collections materials may only be used in this Reading Room. Items may not be checked out. However, you may ask for items to be held on reserve for two weeks, and extended upon request.
9. Some collections are stored offsite and may require up to 72-hours' notice for retrieval. For more information about offsite requests and delivery schedules, please visit <http://www.nypl.org/help/get-what-you-need/access-offsite-collections>
10. For most materials, digital photography is permitted within NYPL's Photography & Photocopy Policy guidelines. However, because of donor agreements, physical condition, or size, photography may not be allowed for certain collections or items. **Only photocopies of unbound items in good condition from general clippings and programs files may be requested through our on-site duplication service. Permissible materials include the following classmarks: \*MGZB, \*MGZR, \*MGZRC, \*T-CLP, \*T-PRG, M-CLP, \*MBD-uncat, and \*L-CLP.** For photocopies of items from general photograph collections, scrapbooks, scripts, rare books, sheet music, and archival materials (including clippings, programs, and photographs in those collections), you may place orders through the NYPL's Document Delivery department by emailing [copies@nypl.org](mailto:copies@nypl.org). For high-quality reproductions, you may place orders through NYPL's Permissions and Reproduction Services department by emailing [permissions@nypl.org](mailto:permissions@nypl.org).

<b>I have read the guidelines for the Special Collections Reading Room and agree to abide by them.</b>	
Name (printed):	
Signature:	





<b>Date of Visit:</b>	<b>Call number(s) and title(s) of materials requested:</b>
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