



Georgia Archives Research Registration Form

This form is to be filled out to receive a current Georgia Archives Research Card which will be valid for five years from date of issue.

Salutation (please check one): Mr. Mrs. Ms.

First Name: _____ Middle Name (or Initial): _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ County (if in Georgia): _____

Email: _____

Research Category (please check one):

- | | | |
|--|---|----------------------------------|
| <input type="checkbox"/> Academic Researcher | <input type="checkbox"/> Government—Local | <input type="checkbox"/> Student |
| <input type="checkbox"/> Family Researcher | <input type="checkbox"/> Government—State | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Genealogist | <input type="checkbox"/> Lawyer | |
| <input type="checkbox"/> Historical Agency | <input type="checkbox"/> Other _____ | |

Staff Use Only	
Card Number:	
Date Issued:	
Expiration Date	
Verified ID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Registered by:	
Entered by:	

I have read and agree to abide by the Georgia Archives policies as stated in the copy I received and subsequent updates which may be issued. I agree to permit a reasonable examination of my research materials. I understand that personal identifying information may be used for historical purposes only, and I agree to protect the confidentiality of any confidential information contained in records used during my research.

Researcher signature

Date

The Georgia Archives is open to the public for the purpose of conducting historical research related to the records in our holdings. Our primary mission is to preserve the records in our care; therefore we have implemented the following policies and all researchers are subject to these policies. Failure to comply with these policies will result in loss of research privileges.

Access and Security

- Registration is required for access to the Reference Room.
- A valid, government issued photo ID is required for registration (driver's license or other state photo ID card issued by Department of Motor Vehicles; U.S. state, county, or city government employee ID; ID from an accredited college/university/high school, U.S. military ID, U.S. passport, passport issued by a U.S. recognized foreign government).
- Registration is limited to those age sixteen or older. Children under sixteen may accompany the researcher into the Reference Room but must be supervised by the Researcher at all times. Failure to adequately supervise children will result in the loss of research privileges.
- Registration includes issuance of a research card which must be worn at all times while in the building.
- Every effort will be made to accommodate researchers with special requirements for physical access. Such researchers should inform staff of their needs at the time of registration.
- In accordance with O.C.G.A. 45-11-1, researchers who willfully attempt to conceal Georgia Archives records will be guilty of stealing. Employees of the Georgia Archives may detain and question any individual whose conduct causes reasonable grounds for suspicion that the person is engaged in stealing or criminal damage to the Georgia Archives records.
- All researchers must permit inspection of their research materials upon leaving the Original Documents Reading Area and the Reference Room.
- Researchers will be permitted access only to designated public areas. Staff escort is required in any non-public area.

- Access to any collection may be subject to restrictions or use conditions.
- Certain items are prohibited in the Reference Room including food, beverages including water, tobacco products, gum, ink pens, markers, highlighters, colored pencils, scissors, tape, Post-it® or similar self-adhesive notes, copiers or scanners of any type, enclosed items including but not limited to briefcases, purses, fanny packs, bags, pencil cases, envelopes — even if clear plastic), umbrellas, outdoor wear including coats, hats, scarves, gloves and any item staff deems a security risk.
- Cell phones or pagers on silent or vibrate mode are permitted. Please move to the lobby to take the call.
- Firearms or weapons of any type are not permitted.
- Microfilm or other media from external sources may not be brought into the Reference Room.
- Original historic documents or records from external sources may not be brought into the Reference Room.
- Free lockers with keys are available for storage of prohibited items.
- Tobacco products are not permitted on Georgia Archives property.
- In the event of a fire alarm, leave all materials, including personal research, on the tables in the Reference Room and proceed quickly to the front exit of the Georgia Archives building, unless instructed otherwise by security personnel. Access to lockers is not permitted during building evacuation.

Original Materials

- Children under the age of 13 are not permitted in the Original Document Reading Area. In the Original Documents Reading Area, materials will be used under close staff supervision. Personal items, except computers and cameras, are not permitted. Original documents, rare books, and maps may not be copied by researchers. Staff will arrange for copies of these items. Same day service may not be available. Access to and/or copies of some materials may be covered by additional policies and procedures. Payment for copies must be made in advance. Original records are not retrieved after 4 p.m. The Original Document Reading Area closes at 4:45 p.m.

Copiers, Cameras, and Use of Information

- Self-service copiers are available in the Reference Room. Copy payment is on the honor system. See staff for costs. Payment is made at the Customer Service Desk. Failure to pay for copies will result in the loss of research privileges.
- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.
- Permission to reproduce materials is not permission to publish. If Georgia Archives material will be used in a publication or on the Internet, permission to publish must be requested from the Georgia Archives in writing.
- Personal copiers/scanners are not permitted.
- Hand held cameras may be used without flash in the Reference Room to take photos of documents as long as the materials are handled appropriately for their format. Use of personal cameras in the Original Document Reading Area requires permission of the Assistant Director for Public Services. No extra lighting or equipment such as tripods or copy stands is permitted in either area. For security purposes, photos of the building or other researchers are not permitted. (Standard building photos are available for use by researchers — see staff for details).

Computers

The Georgia Archives *Information Technology Resources Policy*, applies to researchers and employees alike. A complete copy of this policy may be requested at the Customer Service Desk. In accordance with this policy, the Georgia Archives enforces the following computer policies:

- Personal flash drives may be used to store images of documents from Archives computers and microfilm readers. No software, images, or information may be loaded onto Archives computers.
- Use of the public computers in the Georgia Archives is limited to research related to the holdings of the Georgia Archives.
- Inappropriate use of the public computers is strictly prohibited. Inappropriate use includes but is not limited to, the actual or attempted use of the public computers for:
 - Conducting for-profit business transactions such as advertising of products and services.
 - Conducting any illegal activities as defined by federal, state, or local laws or regulations.
 - Creating, accessing, or transmitting sexually explicit, obscene, or pornographic material.
 - Creating, accessing, or transmitting material that could be considered discriminatory, offensive, or threatening.
 - Creating, accessing, or participation in online gambling.
 - Infringement of any copyright, trademark, patent or other intellectual property rights.
 - Performing any activity that could cause the loss, corruption or prevention of rightful access to data or the degradation of system/network performance.
 - Conducting any activity or solicitation for political or religious causes.
 - Unauthorized distribution of state data and information.
 - Attempts to subvert the security of any state or other network or network resources.
 - Attempts to modify or remove computer equipment, software, or peripherals.
 - Attempts to libel or otherwise defame a person.

Loan of Materials

- As a research institution with unique holdings, the Georgia Archives does not participate in interlibrary loan or the temporary loan of materials to researchers.