

**Patron Registration Form**  
Jefferson County Public Library Historical Collections

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*Your registration on this form will help us to protect our historical materials and will enable us to evaluate the continuing usefulness of the library's collections.*

**Please LEGIBLY print the following information:**

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

Photo ID Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Local Address: \_\_\_\_\_

**Nature of Research** (please check one):

Class Assignment \_\_\_\_\_

Research Paper \_\_\_\_\_

Publication \_\_\_\_\_

Other \_\_\_\_\_

**Guidelines and Procedures for the Use of Materials in the Jefferson County Public Library Historical Collections:**

1. Readers may use pencils or laptop computers for note taking. Use of ink is prohibited.
2. As a security measure, staff reserves the right to inspect all articles, including research materials.
3. Care must be taken in handling rare and unique materials. Materials must be flat on the table. Nothing should be placed on the materials.
4. Do not make any marks, erasures, or any other changes to the documents.
5. Do not write on top of materials as this will leave impressions upon the materials.
6. The original order of unbound materials must be maintained. Do not re-arrange any materials. Please report any dis-arrangement to the staff person on duty.
7. Collections materials are provided **for reference use only**. The patron will publish no portion of the collections without the proper copyright statement, and **the patron assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights pertaining to these materials.**
8. Theft, destruction or mutilation of collections materials is a crime.
9. Citations should follow this format: **Courtesy Jefferson County Public Library Historical Collections.**
10. The patron must read and sign this form before using any materials. By signing this form, the patron acknowledges responsibility to observe the above guidelines.

**Additional Guidelines and Procedures for the Use of Materials in the Arvada Historical Society Collection:**

1. Access to the collections is made by appointment due to staffing constraints.
2. Patrons are required to register upon their visit to the collections. The registration form will become part of the permanent record of the collections.
3. Photo identification, or a Jefferson County Public Library card, is required of all patrons accessing the Collections.
4. Limited photocopying services are available upon request. See the **Photocopying Policy**.
5. Photo duplications can be made of the photographs. The patron must complete a Request for Photo duplication form. All costs of photo duplications are the responsibility of the requestor. See the **Photo duplication Policy**.
6. Citations should follow this format: **Courtesy Jefferson County Public Library, Arvada Historical Society Collection**

**Additional Guidelines and Procedures for the Use of Materials in the Arvada Historical Society Collection:**

1. Photo identification, or a Jefferson County Public Library card, is required of all patrons using the binders.
2. Patrons must use white handling gloves provided when handling copies.
3. Patrons may make photocopies of the items on the public photocopy machines.
4. All materials must be returned to the information desk staff when the patron is finished, at which time the i.d. will be returned. Patrons are responsible for the items provided for their use until the items have been returned to the information desk.
5. Materials may not be published or displayed, in full or in part, without the written permission of Golden Landmarks. All materials published or displayed must be credited to Golden Landmarks AND the Jefferson County Public Library.

*Signature of  
Patron* \_\_\_\_\_

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

**(For Staff Use Only)**

**Personal visit ( )      Letter ( )      Telephone ( )      Email ( )**

**Archival Materials Used:**

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<b>Location</b>	<b>Collection</b>	<b>Items</b>	<b>Staff</b>	<b>Date</b>
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**Materials Copied:**

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<b>Form Completed</b>	<b>Staff</b>	<b>Date</b>
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