

**University of Oklahoma Libraries | Bizzell Memorial Library Special Collections (BL5)**

History of Science Collections | Bizzell Bible Collection | Bass Business Collection | John and Mary Nichols Collection

401 W. Brooks St., 5th Floor, Bizzell Memorial Library, Norman, OK 73019 | 405-325-2760

<https://libraries.ou.edu/specialcollections>

**Reader Registration Form**

Researcher Information					
Name: (Last/First)				Date:	
Permanent Address:					
City:		State:		Zip Code:	
Email:			Phone:		
Researcher Status					
If you are affiliated with a university or company, indicate its name (and academic department) here:					
<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Faculty/Faculty Emeritus	<input type="checkbox"/> Mellon Fellow/EOS	<input type="checkbox"/> General Public		
<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Publishing / Production Company			
Research Purpose					
<input type="checkbox"/> Thesis	<input type="checkbox"/> Article	<input type="checkbox"/> Book	<input type="checkbox"/> OU Administrative	<input type="checkbox"/> General Interest	
<input type="checkbox"/> Dissertation	<input type="checkbox"/> Class Assignment	<input type="checkbox"/> Website	<input type="checkbox"/> Film/Media	<input type="checkbox"/> Other:	
Research Topic					
<input type="checkbox"/> History of Science	<input type="checkbox"/> Business History	<input type="checkbox"/> Literature/Languages	<input type="checkbox"/> Bible History		
<input type="checkbox"/> History of the Book	<input type="checkbox"/> OU History	<input type="checkbox"/> Art History	<input type="checkbox"/> Other:		
How Did You Hear About Us?					
<input type="checkbox"/> Article/Book Citation	<input type="checkbox"/> OU Website/Catalog	<input type="checkbox"/> Library Referral	<input type="checkbox"/> Advertisement		
<input type="checkbox"/> From a Person	<input type="checkbox"/> Non-OU Website	<input type="checkbox"/> Printed Catalog	<input type="checkbox"/> Other:		

**Rules for Use of Bizzell Memorial Library Special Collections (BL5) Materials**

Please read the Rules for Use of Bizzell Memorial Library Special Collections (BL5) Materials below and sign the document. By signing, you acknowledge receipt of all materials used, and agree to abide by all policies and procedures regarding access and use of Bizzell Memorial Library Special Collections (BL5) materials. Patrons who do not follow these rules may be denied access to holdings. A full list of all BL5 Special Collections rules is available on our [Guide to the History of Science Collections](#).

- Researchers must register by completing this form before using BL5 Special Collections materials.
- Backpacks and bags must be stored in the available lockers.
- Food, drink are prohibited. Cell phones must be set to "Silent" and used only outside the Reading Room.
- All materials are non-circulating and must be used in the Reading Room. Materials will be transported into and out of the Reading Room by staff members only, and will be viewed by patrons only while in the Reading Room.
- Use of any material is subject to the approval of the Curators.
- All stacks are closed. Staff will retrieve all materials for patrons.
- Researchers are limited to five books or one archives box at a time, and one folder is to be removed from an archives box at a time. Requests for all items must be submitted 45 minutes prior to closing time.
- Rare and original materials may not be provided for routine use if a microfilm, digital, or modern copy exists.
- Notes may be taken using paper and pencil or electronic devices. Pens and markers are prohibited.
- Researchers must use care when viewing materials. Keep materials in order. Do not mark, trace, fold, or rearrange materials. Damaged or misfiled materials and unopened book pages should be brought to the attention of a staff member.
- Open books gently. Do not bend book covers or pages. Do not touch ink or illustrations on the pages.
- Keep the book's spine supported, and use the provided book cushions.
- Use book snakes to keep pages open, turn pages one at a time, and use archival quality bookmarks.
- Researchers are responsible for all materials delivered to them in the reading room until they are removed by staff.
- BL5 Special Collections reserves the right to make decisions about which materials can be duplicated based on the condition of materials, access restrictions, copyright law, and staff resources.
- Instruction may be required and will be provided by staff on handling rare, fragile, or unique materials.

- Low-resolution PDF copies of some materials can be made by staff upon request with approval by a Curator. Complete a copy request form available at the Research Desk.
- Researchers may request permission to photograph books and archives using their own handheld devices. Camera/device flashes are prohibited, and electronic equipment must not directly contact collection materials. Flatbed scanners are not allowed. All such photography is subject to staff approval and supervision.
- Copies are provided for private study and research unless otherwise indicated, and are not to be placed online or in any other repository.
- Researchers are solely responsible for recording their own citations for all materials used, copied, and photographed.
- Permission to publish must be secured from the rights holders. Responsibility for determining the rights holders and adhering to copyright law rests with the researcher.
- All photography in the Reading Room must be approved and monitored by staff.
- Materials may be placed on hold for return visits, as space permits.

**Warning Concerning Copyright Restrictions:** The U.S. Copyright Act (17 U.S.C. §§ 101-810) 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 violation of copyright law.

**Copies: Patrons who make their own digital copies are responsible for recording proper citations and adhering to all applicable copyright laws.**

**Agreement:** I agree to abide by the BL5 Special Collections Rules. I agree to indemnify and hold harmless the University, its officers, employees and agents from any and all claims resulting from the use of materials in the BL5 Special Collections.

I have read and agree to abide by the above rules for the use of BL5 Special Collections materials.

Signature of Researcher: \_\_\_\_\_ Date: \_\_\_\_\_

-----Staff Use-----

List Specific Materials Requested and/or Used:					
Request Type					
<input type="checkbox"/> On Site Visit	<input type="checkbox"/> Telephone	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Letter	<input type="checkbox"/> Interlibrary Loan	<input type="checkbox"/> Other:
Material Requested or Supplied					
<input type="checkbox"/> Info/Direction	<input type="checkbox"/> Books	<input type="checkbox"/> Exhibit Tour (docent-led)	<input type="checkbox"/> Artifacts	<input type="checkbox"/> Study	<input type="checkbox"/> Images/Copies
<input type="checkbox"/> Archives	<input type="checkbox"/> Periodicals	<input type="checkbox"/> Exhibit Visit (self-guided)	<input type="checkbox"/> Referral	<input type="checkbox"/> Class Visit	<input type="checkbox"/> Consultation
Collections Used					
<input type="checkbox"/> History of Science Stacks	<input type="checkbox"/> History of Science Vault	<input type="checkbox"/> Bizzell Bible	<input type="checkbox"/> Bass Business	<input type="checkbox"/> Nichols	<input type="checkbox"/> Other:

Time required to answer request: \_\_\_\_\_ Hours \_\_\_\_\_ Minutes      Attendant's Initials: \_\_\_\_\_