

Last Updated: 7/2017

Naval Historical Collection (NHC) Visitor Application

- All external visitors must obtain a visitor badge at the Quarterdeck.

NAME	
ADDRESS	
PHONE	EMAIL
PURPOSE OF VISIT/RESEARCH INTEREST	
DO YOU HAVE A VALID DOD ID FOR BASE ACCESS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Materials in the Naval Historical Collection consist of unique and irreplaceable archives and manuscripts. Some items are very fragile. Therefore, we ask that anyone visiting the NHC Reading Room agree to the following policies prior to conducting research.

- **Patron Belongings:** Jackets and coats are not permitted in the reading room. All bags, including purses, handbags, backpacks and laptop cases must be stored prior to using materials. Absolutely no ink pens or highlighters allowed. All personal items brought into the reading room are subject to staff inspection on exit.
- **Technology:** Personal laptops and mobile devices are permitted for note-taking and image capture, however, any cases must be stored with other belongings. NHC staff may allow photocopies or scans of documents to be made after reviewing material. Cell phones must be kept on silent and any conversation must take place outside of the reading room.
- **Food and Drink:** Absolutely no food or drink is permitted in the reading room. This includes gum, candy and cough drops. Water bottles and travel mugs are not permitted and must be stored with other personal belongings.
- **Materials Handling:** Arrive to the Reading Room with clean hands, washed with only soap and water. Lotions and hand sanitizers are to be avoided. To ensure the security and integrity of collections, researchers are limited to a single archival box and/or three published works at the work space. Remove and re-file a single folder at a time from the archival box. Do not remove items from a folder or shift the order of items in a folder. Materials must not be marked on, defaced, leaned on, altered, folded anew, or traced on.
- **Children:** Children under the age of 10 are not permitted in the reading room. Children age 10 to 15 may enter the reading room if they are accompanied by a responsible adult, but are not permitted to handle collections materials.

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NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

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 specific 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. Code of Federal Regulations, Title 37, Part 201 SubChapter A Sec. 201.14

Some images or documents may be copyrighted. It is the researcher's responsibility to identify the copyright owner and ensure compliance with all copyright requirements before making commercial, broadcast, or other use of this material.

For more information on copyright law and "fair use," see U.S. Copyright Office.

I have read and agree to abide by the above stated NHC Reading Room Rules and acknowledge the Copyright Statement:

SIGNATURE

DATE