



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

Seeley G. Mudd Library

RULES AND REGISTRATION FOR SPECIAL COLLECTIONS

Users of Special Collections material must first come to the Reference Desk to fill out a registration form. Lawrence students, faculty and staff are requested to bring their LU ID; community users are asked to show a current driver's license. Lawrence University faculty and staff complete one form per year. Lawrence students complete one form per term. Community users complete one form per use. IDs are held at the Reading Room desk while researchers are using materials.

1. Only pencils, paper, and laptops are allowed in the area while working with the special collection material. Photography may be permitted; for draft study copies please ask the librarian at the Reference Desk.
2. Food and drink are not permitted on the tables while working with the special collection material.
3. Copying will be done at the discretion of the librarian at the Reference Desk.
4. Proper credit shall be given in citations and shall read as the following:
Seeley G. Mudd Library, Lawrence University

STATEMENT OF COMPLIANCE: I have read the above rules for the special collection material and I agree to comply completely and fully with all the above rules.

Signature

Name

Date

Phone number

Email

LU ID or Driver's license no. & state

REV20170814