

NATIONAL MUSEUM OF THE PACIFIC WAR

Home of Admiral Nimitz Museum | Fredericksburg, Texas

NIMITZ EDUCATION AND RESEARCH CENTER

User Registration Form

The Center's archives and library are open without fee to the public, for non-circulating use only. Access to certain collections may be restricted. Your registration on this form will help us to protect the historical materials and will enable us to evaluate the usefulness of the Center's holdings.

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Driver's License/State Issued ID Number: _____

Institution (if any): _____

Nature of Research, or Subject: _____

GUIDELINES FOR USING THE MATERIALS AT THE CENTER:

1. All visitors must register once each calendar year, provide acceptable identification (driver's license or other photo ID), and sign the visitor register daily.
2. Due to preservation concerns, food, drink, pens, highlighters, and smoking are not permitted in the research area. You may use pencils, tape recorders, laptop computers (no cases), paper/writing tablet, scanners, cameras, and/or cell phone (ringer off).
3. Prior arrangement is **required** in order to bring in video equipment.
4. All briefcases, purses, coats, portfolios, backpacks, and other personal articles must be stored in our lockers during your visit. NMPW staff reserve the right to inspect all research materials and personal articles before patrons leave the building.
5. Keep the records in their present arrangement; loose pages will stay in order if turned like pages in a book.
6. Please only use one folder of materials at a time.
7. To preserve the originals for future use, please make no marks or erasures or other changes in the records.
8. Photocopying is permitted, if it is in accordance with donor agreements and copyright restrictions, unless the item is fragile, exceptionally valuable, or too large. When allowed, it is limited to single copies for the user's reference use only. Ask research room attendant for assistance.
9. These materials are provided for reference use only. The user assumes sole responsibility for any infringement of the literary rights, copyrights, or other rights which pertain to these materials.
10. The records may not circulate; they must stay at the Center.
11. Theft, destruction, or mutilation of the materials is a crime.
12. The user agrees to give the Center a complimentary copy of any publication relying heavily on its collections.
13. Citations should follow this format: [Item name], [Collection name], [Mss # or Accession #], [Digital #], Nimitz Education and Research Center, National Museum of the Pacific War, Fredericksburg, Texas.
14. The user must read and sign this form before using the records. By signing this form, the user acknowledges responsibility to observe the above guidelines.
15. The Nimitz Education and Research Center wishes to provide its collections for use in every way consistent with good scholarship, productive research, and archival preservation. Your comments and suggestions are welcome.

Signature _____ Date _____

-----Staff use only-----

Valid gov't-issued ID presented _____ Date presented _____

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