

CITY OF SUN PRAIRIE
HISTORICAL LIBRARY AND MUSEUM
Registration Form and Rules of Use

Name (please print) _____ Date: _____

Permanent (home) address: _____
City _____ State _____ Zip _____

Permanent phone number: () _____--_____

Local address (if different): _____
City _____ State _____ Zip _____

Local phone number: () _____--_____

I have read the rules governing the use of materials [on the back of this form] and agree to abide by them:

Signature: _____ Date: _____

*** ***

To be completed by staff:

Purpose: ___ Administrative ___ Commercial ___ Genealogical
 ___ Legal ___ Scholarly ___ Other _____

Staff initials: _____
Collections used:

RULES FOR USING ARCHIVES OF SUN PRAIRIE HISTORICAL LIBRARY AND MUSEUM

Researchers using public records, manuscripts, maps, rare books, and photos please remember these materials are unique and fragile. Their continued existence depends on the care you give them. The use of these materials is freely granted to all responsible researchers subject to the following regulations:

1. The registration form must be completed and/or updated each time you visit the archives.
2. The Archives are open 6:30 to 8:30 p.m. on Sunday, Monday and Wednesday. Because of limited space and staff, appointments must be scheduled for researching the collections in the Museum's archives. Research appointments may be typically scheduled for afternoon and evening hours outside the above regularly scheduled times. {Phone 608 837-2915}
3. Archive collections **DO NOT CIRCULATE** and **ARE NOT LOANED** to individuals.
4. The use of certain materials is restricted by statute or by donors. To protect its collections, the Museum reserves the right to restrict the use of unprocessed, extremely valuable, or fragile materials.
5. Some records are closed to researchers, but the Museum Curator, Registrar or the chairperson of The Death List will research these collections and release appropriate information.
6. The researcher assumes full responsibility for conforming with the laws of libel, privacy, and copyright which may be involved with his/her use of materials.
7. Only pencils may be used while using the collections of the archives. Computers, typewriters, and tape recorders may also be used with staff permission.
8. The Museum limits the number of research boxes that researchers can use at one time. The curator will bring new boxes when used boxes are returned.