



Sun Prairie Historical Library & Museum

115 East Main Street
Sun Prairie, WI 53590
(608) 825-0837
www.cityofsunprairie.com/museum

Research Rules and Registration Form

The Sun Prairie Historical Library and Museum houses archival records, manuscripts, maps, rare books, photographs, and other materials that document the history of Sun Prairie and its residents. Use of these materials is granted to all responsible researchers subject to the following rules:

1. Researchers must schedule appointments with Museum staff to access Museum collections.
2. The Research Rules and Registration Form must be completed prior to the first research session and updated as necessary for future research sessions.
3. Materials do not circulate and are not loaned to individuals.
4. The use of certain materials is restricted by statute or by the terms under which they were donated. Museum staff will review and release appropriate information from these materials.
5. To protect its collections, the Museum also reserves the right to restrict the use of unprocessed, extremely valuable, or fragile materials.
6. The researcher assumes full responsibility for conforming to the laws of libel, privacy, use of personally identifiable information, and copyright which may be involved with his/her use of materials.
7. All materials must be handled carefully. They must not be leaned upon, marked, bent, or torn. Their existing arrangement must be preserved. Sheets must be turned in order and kept neatly in folders. Please report to staff any errors in cataloguing, dating, or filing.
8. A researcher should only have one container of material at his/her work station at a time. Museum staff will bring additional containers as used materials are returned.
9. Food and beverages are not allowed near collection materials.
10. Only pencils may be used while using Museum collections.
11. Gloves must be worn at all times when handling photographic materials.
12. Computers, tape recorders, and cameras may also be used with staff permission. If using a personal device to take pictures of Museum materials, researchers must adhere to the following terms:
 - Photographs taken are for my personal study and research only. I will not place them on the web, publish them, or distribute them without written permission from the Museum.
 - I understand that the Museum reserves the right to deny permission to photograph collection materials.
 - I will turn off the flash and sound on my camera and will not use any special lighting.
 - I will not take pictures of photographs unless I have permission to do so.
13. Before leaving, researchers must present all pictures, notes, and other papers to Museum staff for inspection.

I have read and agree to abide by these rules.

Name <i>Please print legibly</i>	
Signature	
Date	
Phone Number	
Email Address	
Street Address	
City, State, ZIP	

For Office Use Only.

Purpose:

_____ Administrative

_____ Commercial

_____ Genealogical

_____ Legal

_____ Scholarly

_____ Other _____

Research Assistant:

Materials Used: