

**COLLEGE OF MENOMINEE NATION SPECIAL COLLECTIONS
RESEARCHER APPLICATION**

Complete this form and E-Mail to bhuse@menominee.edu
Or drop off printed form at the Keshena Campus Library Circulation Desk.

NAME: _____ DATE: _____
(Please print)

Local Address: _____

Phone: (_____) _____ Email: _____

Institution or other research affiliation (if any) and department:

Check the most applicable:

<input type="checkbox"/> Current CMN Student	<input type="checkbox"/> CMN Alumnus	<input type="checkbox"/> Menominee Tribal Student
<input type="checkbox"/> CMN Staff	<input type="checkbox"/> CMN Resident Researcher	<input type="checkbox"/> Menominee Community
<input type="checkbox"/> CMN Faculty	<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Menominee Employee
<input type="checkbox"/> Research Assistant	<input type="checkbox"/> General Public	<input type="checkbox"/> Other

If you have selected Other, Please specify: _____

Describe Collection, Subject and Description of Proposed Research:

Materials Requested:

I have read the attached rules for the use of the Special Collections and agree to abide by them.

Signature of Researcher: _____ Date: _____

**PLEASE NOTE: FOR UNPROCESSED COLLECTIONS, TWO DAYS PRIOR NOTICE MAY BE REQUIRED
FOR PATRON USE OF MATERIAL.**

Accepted by:

Signature of the Head of Special Collections: _____ Date: _____

Appointment for use of unprocessed materials: _____
(date) (time)

Patron notified: YES NO Date: _____ Initial: _____

RULES FOR THE USE OF THE CMN SPECIAL COLLECTIONS

Due to the special nature of the materials in our collections, we request that you observe the following rules:

- All users must sign in the log daily.
- Eating, drinking, and smoking are not permitted in the Special Collections reading room.
- Only pencils and word processors may be used for taking notes. No pens or ink of any kind are allowed while examining Special collections materials.
- Coats, briefcases, backpacks, handbags, and other personal property must be left with the Special Collections staff.
- All collections must be used on the Special Collections premises. Special Collections materials may not leave the building. The Special Collections reserves the right to inspect all personal belongings before a user leaves the Special Collections.
- All materials must be handled with extreme care. The user is responsible for safeguarding any materials used. It is against the Special Collections policy to mark, fold, crease, bend, or alter materials in any way. The original order of the materials as they are presented to the user must be retained. In certain cases, users may be required to use microfilm or other copied formats of original materials.
- The Head of Special Collections must be consulted before any photocopies of Special Collections materials are made.
- Any restrictions regarding use and access placed on collections by either the donor or the Head of Special Collections must be respected.
- All users assume full legal responsibility for observing copyright, libel, privacy, and property rights law. The Head of Special Collections should be consulted if a user has any questions regarding these responsibilities.