RESEARCHER APPLICATION

Type of Application ☐ New ☐ Renewal

See the back of this form for the Privacy Act Notice that applies to the information you provide below.

Applicant's name (*First, Middle Initial, Last*) Please indicate ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.

Permanent address (*Street, City, State, Zip Code, Country*)　　　　　　Home telephone number

Local address (*Street, City, State, Zip Code*)　　　　　　Mobile number

Email address

Optional – this **information** is **not required** for obtaining an identification card – it would aid our staff in assisting your research:

Share the subject of your research with others? ☐ Yes ☐ No | Connect you with researchers of similar subjects? ☐ Yes ☐ No

Check all that apply:
☐ Genealogist ☐ Scholar/Academic ☐ Journalist/Media ☐ Student ☐ Government ☐ Lawyer
☐ Other (*specify*)

Check all that apply:
☐ Family History ☐ Senior Thesis ☐ Master Thesis ☐ Article ☐ Film/TV ☐ Legal
☐ Course paper ☐ Book ☐ PhD dissertation ☐ Other (*specify*)

Description of proposed research (*identify topic specifically, e.g., date span, research area, full name of biographical subject, etc.*):

Tentative title:　　　　　　　　　　　　　　　　　　URL of Research Project:
Name of instructor:
Name and address of employer or institution:　　　　　　Occupation:

☐ Check here if you do want to be on a mailing list to receive information on NARA events, programs, publications,
　　and invitations to join and contribute to NARA-associated foundations.

I will comply with all regulations regarding the public use of records at the National Archives and Records Administration (36 CFR Part 1254), as summarized on the back of this form.

Applicant's signature	Date

FOR NARA USE ONLY

Identification (example: driver's license, student ID, passport, company ID, etc.)	Comments		
Signature and title of approving official	Date	Card No.	Wireless account No.

RESEARCH ROOM RULES
(for complete Research Room rules, see 36 CFR Part 1254)

What Not to Bring: Researchers may not bring into most research rooms: overcoats, raincoats, hats, or similar apparel; brief cases, suitcases, daypacks, purses, or similar containers for personal property; notebooks, notepapers, note cards, folders and other containers for papers not essential to the researcher's work requirements. These personal items should be stored in lockers or other storage facilities conveniently located outside research rooms and must be removed each night.

What to Bring: Personal computers, tape recorders, hand-held cameras, other audio-visual equipment, and typewriters may be brought into the research room only after inspection and only if their use will not disturb other researchers. Scanners must meet NARA requirements and can only be used where permitted and in designated areas. Drum and automatic feeder scanners are prohibited. Hand-held wallets and coin purses for carrying currency, coins, credit cards, keys, drivers' licenses and other identification cards may be brought into the research rooms. Notes, references, lists of records to be consulted, and other materials may be admitted if they are essential to the researcher's work. All equipment, personal possessions, and documentary materials are subject to inspection when the researcher enters or leaves the research room. More information is available at http://www.archives.gov/research/start/whats-allowed.html

Researchers must exercise all possible care to prevent damage to the records. Records must not be leaned on, written on, folded anew, traced, or handled in any way likely to cause damage. Only one box or one folder of loose paper may be opened at any time. Eating, smoking, drinking, loud talking or other activities likely to disturb other researchers are prohibited in research rooms.

Failure to abide by these rules may result in the revocation of the researcher identification card.

HOW YOUR INFORMATION IS USED

In compliance with the Privacy Act of 1974, the following information is provided:

Solicitation of the information is authorized by 44 U.S.C. 2104. Disclosure of the information is voluntary; however, the effect of not providing the information is that a researcher identification card will not be issued to the individual. A researcher identification card is required for research (other than microfilm records).

The information provided will be used to identify and record individuals who use records in the National Archives, regional records services facilities, and Presidential libraries, to determine records that the individual should use, to enable later contact with the individual if additional information is found or if problems with the records are discovered, and to mail notices of events and programs of interest to users of the records and invitations to participate in customer satisfaction surveys.

The information may be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal, or regulatory investigations or prosecutions; the information may be disclosed by NARA to an expert, consultant, or a contractor of NARA to the extent necessary for them to assist NARA in the performance of its duties; the information may be disclosed to the U.S. Department of Justice or to a court or adjudicative body in cases involving the mutilation or unlawful removal of the records.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

The information requested on this form is being collected and used by NARA in order to screen individuals, to identify which types of records they should use, and to allow further contact. You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Public burden reporting for this collection of information is estimated to be 8 minutes per response. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (ISSD), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.

BUSH LIBRARY RESEARCH ROOM RULES

The research room is open Monday through Friday (excluding Federal holidays) from 9:00 am to 4:30 pm.

Upon arrival, a researcher should first speak with an archivist in the orientation room attached to the researcher lounge. This archivist provides an orientation to the building, records and reference procedures.

During orientation, a researcher will fill out a Research Application and be issued a research card. This will assist the Library in providing service and meeting researcher needs.

A researcher must sign in when entering the research room.

Eating, drinking, chewing gum, smoking and the use of smokeless tobacco are prohibited in the research room. A researcher may not bring enclosures such as briefcases, boxes, satchels, valises, purses or other large containers into the research rooms. Lockers are available in the researcher lounge free of charge.

A researcher may use his own personal computers (laptops, notebooks, etc.), tape recorders, tape decks, and cameras (which are subject to inspection upon request) but cases, bags, boxes, and other enclosures must remain in the lockers outside the research room. Personal copiers are not permitted. The Research Room attendant is *not* able to assist with any information technology problems that arise on laptops or personal devices.

Paper and pencils will be provided for researcher use. A researcher may bring loose paper research notes into the research room, but these will be approved and stamped by the archivist on duty.

Hand-held wallets and/or coin purses may also be brought into the research room, but those items are subject to inspection when a researcher enters or leaves.

A researcher requests materials by filling out a standard request slip (Reference Service Record) and submitting it to the archivist on duty.

Records will be pulled as soon as possible after the submission of the request slip. No records will be delivered to a researcher after 4:00 pm.

A researcher may only receive one cart (twelve archival boxes) of material at a time. Only one box should be opened at a time and only one folder from that box should be removed and opened. The order of materials should be strictly maintained. If a researcher has questions about apparent disorder, he should speak to the archivist on duty.

Documents should be handled with care and should not be leaned on, written on, refolded or fastened. The archivist on duty can be called on to deal with any problems that arise regarding the physical aspects of the documents. Researchers may not exchange materials.

Materials will be held overnight if a researcher so desires.

The public access computers located in the research room are for research use only to assist you in locating resources at other repositories. Researchers may not use these computers for checking e-mail (unless directly related to their research), or for browsing websites not related to archival research. A complete set of rules governing the use of the public access computers is posted in the research room beside each computer.

By signing this form, one agrees to abide by Bush Library Rules and applicable National Archives and Records Administration regulations as outlined in 36 CFR.

_____

Printed Name

_____

Signature   Date

BUSH LIBRARY PHOTOCOPY RULES

Paper to paper copies of most documents can be made on a self-service copier at a cost according to most current NARA fee schedule.

A researcher should place photocopy tabs (provided in the research room) around each document he wishes to copy. This will assist him in presenting these documents to the archivist in an orderly manner.

If material is fastened, the tab should be placed around the entire packet. The researcher is free to make notations (in pencil) on the tabs. Documents, of course, must not be marked. Single-page documents should also be tabbed for review by the archivist on duty.

Before copying records the researcher must bring a staff member the original material he wishes to duplicate.

The archivist will remove clips and staples from the documents before copying, and replace them after they are copied.

The archivist on duty may refuse to allow copying of documents due to preservation concerns.

If copying formerly classified documents, please ensure all copies bear the appropriate declassification markings.

Only Bush Library materials may be reproduced on the self-service copier.

The researcher may only bring one box to the machine at a time and only one folder may be removed from the box at one time.

The researcher must preserve the order of the materials.

Retaining proper citation information with copies is the researcher's responsibility. Please see separate guidance for the appropriate format.

A researcher may use the copier for no more than half an hour if other researchers are waiting. All copying must be completed by 4:00 pm.

If the copier should become disabled and the researcher is unable to complete the desired photocopying, the archival staff will perform the task for the self-service photocopy rate.

Payment will be accepted in the research room. Cash (no bills over $20), credit cards (MasterCard, Visa, American Express and Discover) and checks (with a current address and valid driver's license) will be accepted. Checks must be for the exact amount and should be made out to the Bush Library Trust Fund.

If a researcher makes copies and is unable to pay, Bush Library staff will retain copies until payment is received.

_____
Printed Name

_____
Signature   Date

Terms and Conditions for Use of NARA-Provided Internet Access
(18 U.S. C. § 1030, 36 CFR 1254.32)
http://www.archives.gov/about/regulations/part-1252.html#partb

The National Archives and Records Administration (NARA) offers Internet access for research purposes only. NARA-provided Internet access may be monitored at any time. You should not expect privacy. By using this service, you consent to such monitoring to protect the system from unauthorized use. Unauthorized use of NARA-provided Internet access is a violation of Federal law 18 U.S.C. § 1030 and will be reported to the appropriate authorities.

All web traffic is monitored:

- NARA **reserves the right to deny or restrict access** to any user who abuses the network, such as excessive bandwidth consumption*.*
- Internet access is provided free of charge for researchers. This is an **unsecured network** and the service may be subject to interruptions or other errors at any time.
- **NARA blocks web access to certain sites** which may be either inappropriate or host malicious code. **Examples of inappropriate Internet use include** viewing/downloading pornography, gambling online, and conducting private commercial business.
- Research room **staff will periodically visually monitor usage** to ensure NARA's access policies are followed. If you have a legitimate research need to access a restricted site, please notify the research room staff. The research room staff member will contact IT Help to request that the restricted site be unblocked.

Internet Access on Researcher-Provided Equipment – additional terms and conditions:

- Please **do not use sensitive data** (e.g., social security number, passport number) when establishing a password for wireless access.
- NARA **staff is not authorized to assist users to configure their wireless devices** or to trouble-shoot difficulties users may experience connecting to the guest wireless service.
- NARA **assumes no responsibility for the safety of researcher-provided equipment or for laptop configurations, security, or data files** resulting from connection to NARA's wireless service.

Internet Access on NARA-provided Equipment – additional terms and conditions:

- Please be considerate and share NARA-provided PCs. **A time limit may be imposed** if there is a line of people waiting to use the PCs.
- **You may bring your own external media storage devices** (e.g., thumb drive, CD) to download/save information. As externally supplied storage devices could be the target of malware attacks, **NARA reserves the right to scan/probe such devices**. Users acknowledge that they use their storage devices at their own risk.
- **Software may not be loaded or downloaded from the Internet** onto NARA-provided public access PCs.

We value your comments and suggestions for how we can improve our services to you. Please speak to one of our staff members or send us a message at inquire@nara.gov.

_____
Printed Name

_____
Signature   Date