

Heritage Room, Union College Library – Patron Sign-in and Log Sheet

Name: _____ Username: _____ Barcode: _____
 (Please print)
 Address and phone number if not U.C. student: _____

Policy for collection use: We are ready to help you all we can and hope you find what you need for your research. In order to help preserve the collection for the use of other researchers, please abide by these policies.

- All materials must be used under the supervision of library staff. Maximum of 3 items will be retrieved at one time.
- Use pencils only for note taking.
- Making photocopies requires the permission of a librarian. Materials in fragile condition may not be photocopied. Reasonable accommodations will be made where possible.
- Use care when handling materials. Much of our material is difficult if not impossible to replace.

Patron's signature below indicates he/she read the above and agrees to abide by these and any other established regulations and procedures of the Heritage Room & Collection Usage Policy (<http://www.ucollege.edu/campus-services/library/policies/heritage-room>).

Patron's signature:

Shaded areas for office use only			
Today's Date:	Time In:	Time Out:	
Call number/or titles of materials used:			
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