

**National Women's History Museum  
Research Patron Form**

**Part I: To be Completed by NWHM Staff Member**

Patron Time In: \_\_\_\_\_

Patron Name: \_\_\_\_\_ Appointment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy Patron Time Out: \_\_\_\_\_

Photo Identification Format (*check one*):

\_\_\_ Driver's License — Name, State, and Number: \_\_\_\_\_

\_\_\_ Government-issued ID Card — Name, State, and Number: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_ — Name and Number: \_\_\_\_\_

Patron Mailing or Physical Address: \_\_\_\_\_

Patron Phone Number: \_\_\_\_\_ Patron Email Address: \_\_\_\_\_

Collections Viewed during Research Appointment (*check all that apply*):

\_\_\_ Archival Collection \_\_\_ Material Collections \_\_\_ Research Library \_\_\_ Other: \_\_\_\_\_

If *Other*, Any Additional Detail(s): \_\_\_\_\_

List of Materials Viewed (*if needed, please attach a full materials list to the back of this form and make note here*):

NWHM Staff Member Supervising Appointment: \_\_\_\_\_

**Part II: NWHM Research Appointment Rules for Patrons**

1. The patron must provide a form of photo identification to an NWHM staff member and a signed version of this form upon the beginning of each research appointment. Photo identification will be returned to the patron after the NWHM staff member records its identifying information, but this form will remain on file at the NWHM. The patron may request a copy at no cost after each research appointment for personal records.
2. No food, gum, or drink is allowed inside any NWHM research areas or near any NWHM materials.
3. The patron will use only pencil for manual note-taking. Pens, markers, or any other inked writing utensil are not permitted inside the NWHM research areas or near any NWHM materials.
4. All personal bags, such as purses and backpacks, must be kept under tables and outside any regular walkways in the NWHM research areas. Placing personal bags on top of research tables or desks is not permitted.

5. The patron will ensure that his/her/their hands are clean, either through vigorous hand-washing in one of the building's restrooms or through hand sanitization, prior to touching anything within NWHM research areas.
6. All NWHM materials must be handled with care and at the direction of the NWHM staff member supervising the appointment. The patron agrees not to fold, crease, tear, or mark upon any NWHM materials. The patron will wear cotton or nitrile gloves when handling materials or will defer materials handling to the NWHM staff member supervising the appointment if requested to do so.
7. If manually taking notes, the patron will not write on top of NWHM materials or upon notebook paper placed on top of NWHM materials.
8. The patron will not reshelve any NWHM materials. Rather, the patron agrees to return any viewed materials to the NWHM staff member supervising the research appointment for reshelving or rehousing.
9. The patron agrees not to disturb the arrangement of any NWHM materials, meaning that the contents of any folders will be turned and viewed in the same order in which they are initially housed. The patron will report any possible issues in materials' sequencing to the supervising NWHM staff member instead of personally attempting to reorder the materials.
10. The patron will view only the materials given to them at a single time by the NWHM staff member supervising the appointment. The patron will notify the supervising NWHM staff member when needing any new materials.
11. All materials must remain inside the NWHM research areas. The NWHM does not lend any materials of any Collections to patrons for circulation. The patron agrees to keep any materials within the NWHM research area.
12. The patron's use of personal digital equipment is at the discretion of the supervising NWHM staff member. Allowing the reproduction of any NWHM materials, such as through personal digital pictures, is at the discretion of the supervising NWHM staff member. If allowed by the supervising NWHM staff member, physical copies of NWHM materials can be made on site at the rate of \$0.10 per page of black and white printing or at the rate of \$0.25 per page of color printing. Copying fees must be paid in exact amounts.
13. The patron must notify the supervising NWHM staff member directly or an overall NWHM department in writing prior to the publication of any NWHM materials. The patron agrees to cite any NWHM materials and all consulted NWHM collections in any future publications. The patron will grant the NWHM access to a copy of any writing citing NWHM materials prior to publication. If the NWHM responds that the patron's use of the NWHM materials in the proposed publication is objectionable, the patron agrees to modify the writing to include a satisfactory use of the NWHM materials prior to publication.
14. The patron assumes full legal responsibility for adhering to federal, state, and local laws concerning privacy, libel, copyright, and the reproduction of any NWHM materials or the information contained within them both during and after the research appointment.
15. The patron will check with the supervising NWHM staff member before exiting the NWHM research area. The supervising NWHM staff member reserves the right to inspect any of the patron's notes or other generated research materials upon the conclusion of the research appointment.

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**Part III: To be Completed by NWHM Patron**

I, \_\_\_\_\_, acknowledge that I have read and will adhere to all of the rules described above for both the duration of and after my research appointment at the NWHM. I also acknowledge that I am assuming full responsibility for any legal repercussions of my use of NWHM materials or the information contained within them upon the conclusion of my research appointment.

Patron Signature: \_\_\_\_\_ Signature Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*mm dd yyyy*

Parent/Guardian Signature: \_\_\_\_\_ Signature Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*(if Patron is a minor)* *mm dd yyyy*