

**Millbrook Library
Bennett Record Access Form**

Name:

Address

City

State

Zip

Phone Number:

Email Address:

The purpose of my research is:

Please indicate date(s) you are requesting and library staff will get back to you to confirm your appointment time:

Research Appointments are available Monday through Friday afternoons, depending on staff availability.

Signature:

Date:

For Library Staff Use

Materials Accessed (Box/Folder #s & Brief Description):

Staff Signature:

Date:

Collection Access Guidelines

- All materials in the Bennett College Collection are non-circulating. They are housed in closed stacks and will be delivered to you by library staff. Collection materials may only be consulted in designated research areas in the Millbrook Library building.
- Particularly rare or fragile collection material may not be available for consultation.
- Collection material is kept safest when handled with clean and dry hands. Please wash your hands before your research appointment.
- Nitrile gloves may be required for accessing specific items in the collection.
- Please finish all beverages (including water), food, gum, and cough drops before your research appointment.
- Use only pencils when accessing collection items. Extra pencils, pencil sharpeners, and paper are available. Make any handwritten notes on provided paper.
- Laptop computers are permitted.
- Cell phones and cameras are permitted.
- We are happy to keep items on hold for repeat use for up to one week. Please speak with a staff member for more information.
- All items taken out of designated research areas are subject to examination.

Copyright and Reproduction Guidelines

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- United States copyright law protects unpublished materials as well as published materials. If you wish to make more than fair use of collection material, you must determine whether the work has passed into the public domain and is no longer under copyright protection or find the copyright holder and get permission to use the work.
- The link below includes a helpful chart detailing copyright terms and indicating when specific materials become public domain.
 - [Copyright Terms & Public Domain](#)
- The Library permits researcher photography within fair use and other provisions of U.S. Copyright Law. Researchers taking photographs of collection material accept full responsibility for any infringement of copyright and should seek legal counsel if they have questions about copyright liability.
 - To protect others' privacy, please do not photograph other researchers or library staff.
 - Use only cameras, cell phones or related hand-held photographic devices. We are unable to accommodate tripods, camera flash, laptop cameras, desktop scanners, videography, or special lighting. For your safety and the security of our collections, do not stand on tables or chairs.
 - Staff are available to assist you with handling materials carefully. Support bound volumes without applying pressure to the book spine. Photograph unbound

material in the order in which it is housed in its original folder. Photographs must not be removed from their protective enclosures. Unbound materials must remain flat on the table.

- Please credit Millbrook Library Bennett College Collection in any reproductions of collection items.
- We'd love to learn about your project! Please contact the Library Director at director@millbrooklibrary.org if you intend to use works from the Bennett College Collection in research and publications so we can learn how our collections are being put to use.