



Archival Material Request Form

Name:		Date:	
Institution:		Position:	
Home Address:		Phone:	
Local Address:		Phone:	
Email Address:			
My use of the archival material is: <input type="checkbox"/> Personal <input type="checkbox"/> Professional	Purpose of Research:		

Prior to requesting material, be advised of the following:

- Any research conducted at the Nabb Research Center for publication purposes regardless of format, must credit the Nabb Research Center in the final product. Citations should read as:
Collection Name, Courtesy of the Edward H. Nabb Research Center for Delmarva History and Culture, Salisbury University, Salisbury, Maryland.
- Photography of archival material is restricted. Ask a staff member for information regarding our policy on the photography of Nabb Research Center materials.
- Many Nabb Research Center materials are of a fragile and often irreplaceable nature; therefore you may be required to wear gloves when handling such materials.
- You are not to bring food or drink into the Nabb Research Center.
- Prior to requesting the reproduction of our photographic material, the Nabb Center's Reproduction Policy must be read and signed.
- **Under no circumstances are photographs which we have reproduced for you to be circulated to other parties. This is a copyright violation. If this is found to have happened, you will be restricted from obtaining material in the future.**

Your signature here _____ indicates that you have read the policies above and agree to uphold them.

Individuals who do not wish to sign this form will not have access to archival materials and rare books.

The Edward H. Nabb Research Center for Delmarva History and Culture is under the auspices of Salisbury University, a member of the University of Maryland System.



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Please be aware that there is a one (1) folder/item limit. Patrons must return the folder/item being used to receive the next folder/item requested.

All fields must be completed in order to receive the correct materials.

Collection/ Accession # Box #	Collection Name	Location: Unit/shelf	Date Returned (staff)	Re-shelved Date/initials (staff)