

Gary Public Library

INDIANA ROOM PATRON REGISTRATION FORM

Gary Public Library and Cultural Center 220 W. 5th Avenue
219-886-2484 ext. 315 indigpl@garypubliclibrary.org

Date issued:

Verified ID:

Registered by:

*Please fill out this form to use the collections of the Indiana Room.
Registration must be updated annually.*

Name (please print): _____

Email: _____

Telephone: _____ Library Card # _____

Mailing Address _____

Describe your intended use of the materials: _____

General Guidelines for Use

1. Special [Guidelines for Use and Handling of Materials](#) apply effective June 22, 2021.
2. Patrons may only bring the following items into the Indiana Room research space: pencils, notepaper. Lockers will be provided to store all other items including cell phones, coats, purses, brief cases, book bags, backpacks, etc. Gary Public Library is not responsible for items placed in lockers.
3. All items are subject to examination upon entering or leaving the Indiana Room.
4. All Indiana Room materials must be used in the research room and cannot be checked out for home use.
5. Indiana Room is a closed stack collection. Use of materials requires staff to bring materials to the patron after they are requested in writing using the [Materials Request Form](#).
6. No scanners of any kind are allowed.
7. Eating, gum, candy and drinking is strictly prohibited.
8. Due to public use of specialized equipment, a quiet atmosphere for general study is not guaranteed. Users of this room are asked to be respectful of other patrons.
9. Use of personal cameras is restricted. Photographs taken must be for personal use only. Users are responsible for complying with copyright law. Indiana Room assumes no responsibility for the determination of copyright status or copyright infringement on the part of our patrons. Use of flash is prohibited. For security and privacy, staff, patrons, and the Indiana Room may not be photographed

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a researcher makes a request for, or later uses a photocopy or reproduction for purposes in excess of this "fair use," that researcher may be liable for copyright infringement. This institution reserves the right to refuse a request for photocopying if, in the judgment of the professional staff, filling the request might violate copyright law.

I have read the Indiana Room's Guidelines and I understand and agree to follow them

_____ signature & date (revised 6/22/21)