



**Patron Registration Form**  
Roxbury Community College Library  
Archives and Special Collections  
<https://rcc.access.preservica.com/>

Date	Name of Applicant
Address	City, State, ZIP
Telephone	Email Address
Institution	
Research Topic	
Special Collection Name/College Archives Series Number	
Box Number(s)	

**Rules and Regulations**

- Coats, briefcases, purses, and bags of all sizes must be left in the area designated by library staff.
- Only notepaper, pencils, and laptops may be taken to the researcher’s table. Pens are not allowed.
- Cameras may be used only by permission of the Librarian Archivist. Scanners are prohibited.
- All materials are non-circulating and cannot be borrowed or removed from the library.
- Eating, drinking, and smoking are not permitted in the library.
- When using archival materials, maintain the exact order of folders in a box and items within a folder. Remove only one folder at a time from an archival box.
- Material must be handled with great care. It must not be written on, leaned on, folded, traced, altered, rearranged, or handled in any way likely to inflict damage.
- Some material is restricted due to copyright or personal information. Researchers may not see or use any folders labeled “Restricted”. Direct questions about restricted material to the Librarian Archivist.

**Requests for Photocopies and Other Reproductions**

- Photocopying must be done by library staff and is \$0.10 per page. It will be carried out according to staff time and the amount of photocopies requested. Payment will be collected at time of service.
- Material will only be reproduced when it is possible to do so without damaging the physical integrity of the item.
- Material will not be reproduced in violation of copyright laws. If archival material is to be used in a publication, it is the responsibility of the researcher to obtain permission to publish.
- Requests for digital reproductions can be discussed with the Librarian Archivist.

1234 Columbus Avenue, Room 3-211, Roxbury Crossing, MA 02120 / Tel: 857-701-1380



**Patron Registration Form**  
Roxbury Community College Library  
Archives and Special Collections  
<https://rcc.access.preservica.com/>

### Copyright

The copyright law of the U.S. (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. One of the 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 user makes request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright laws. We are required by the Copyright Act to notify our researchers:

- Any copy is to be used solely for the purpose of research or private study.
- Any use of a copy for a purpose other than research or private study may require the authorization of the copyright owner of the work in question.

### Preferred Citation

- Title of Document, Date, Collection, Box and Folder Number, Roxbury Community College, Roxbury MA.

---

I agree to abide by the above rules, regulations, terms, and conditions imposed by Roxbury Community College on my use of archival and manuscript material.

I further agree to apply separately for permission to publish or to otherwise disseminate any information derived from Roxbury Community College Library Archives and Special Collections, including photographs, quotations, paraphrases, and quantitative data.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submit patron registration form to:  
Ralph Holley, [rholley@rcc.mass.edu](mailto:rholley@rcc.mass.edu)

1234 Columbus Avenue, Room 3-211, Roxbury Crossing, MA 02120 / Tel: 857-701-1380