



Request for Access to Collections

First Name		Middle Name	Last Name	
Permanent Address			City	State
ZIP Code				
Telephone Number	Other Telephone Number	E-Mail Address		

Application Type	Identification Type	Identification Number
<input type="checkbox"/> New <input type="checkbox"/> Renewal	<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Student ID <input type="checkbox"/> Other	
Occupation	Name of Employer or Institution	
Expected Result of Research	Instructor (Students only)	
<input type="checkbox"/> Course Paper <input type="checkbox"/> Thesis <input type="checkbox"/> Dissertation <input type="checkbox"/> Article <input type="checkbox"/> Book <input type="checkbox"/> Other		

Access Rules & Regulations

Researchers may not bring into the research room, overcoats, raincoats, hats, or similar apparel; brief cases, suitcases, daypacks, purses, or similar containers for personal property; notebooks, notepapers, notecards, folders, and other containers for papers not essential to the researcher's work requirements. Researchers should leave these personal items in their vehicles.

Typewriters, personal computers, laptop computers, tape recorders, and hand-held cameras may be brought into the research room only after inspection and only if their use will not disturb other researchers. Hand-held wallets and coin purses for carrying currency, coins, credit cards, keys, driver's licenses, and other identification cards may be brought into the research room. Notes, references, lists of records to be consulted, and other materials may be admitted if they are essential to the researcher's work. All equipment, personal possessions, and documentary materials are subject to inspection when the researcher enters or leaves the research room.

Researchers must exercise all possible care to prevent damage to the records. Records must not be leaned upon, written on, folded anew, traced, or handled in any manner likely to cause damage. Only one box of one folder of loose paper may be opened at any given time. Researchers will use only pencils while conducting research. Eating, drinking, smoking, loud talking, or other activities likely to disturb other researchers are prohibited in the research room.

The Museum requests a copy of the final report, article, or paper and any ancillary materials be filed with the Museum's curator within a reasonable period of time.

The National Railroad Museum reserves the right to assess researchers a fee if it is determined that excessive time and/or materials are required for a project.

Failure to abide by these rules and regulations may result in revocation of research privileges at the National Railroad Museum.

I have read and understand the above rules and regulations and agree to abide by these and all regulations of the National Railroad Museum; furthermore, I assume full responsibility for any damage, accidental or otherwise, that I may inflict on any Museum property.

Signature	Date
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RETURNED TO MUSEUM CURATOR ON: