



KAUAI HISTORICAL SOCIETY
P.O. BOX 1778 LĪHUʻE, HI 06766

LIBRARY & ARCHIVES SERVICES
REGISTRATION FORM (Please print)

Name: _____ Date: _____
(Last, First, Middle Initial)

Address: _____

Phone: _____ Email: _____

Institution you represent (if any): _____

Are you a KHS member? Yes No

Subject of Research: _____

Purpose of Research: Personal Commercial Academic School Project

Other (Please specify): _____

How did you hear of the Kaua`i Historical Society? _____

RULES FOR MATERIAL USE

Please initial each item to verify you have read and agree to follow the conditions of the Kaua`i Historical Society

_____ No food, beverages, candy, gum or similar consumables are allowed in the reading room or near collections.

_____ No pens, highlighters, or other unapproved instruments may be used on records

_____ Do not mark, photograph, paperclip, staple, place post-its on or fold any Library or Archival materials.

_____ White gloves must be worn when handling archival material i.e. photographs, manuscripts.

_____ Archival materials must be kept in the same order they are found. Do not remove materials from folders.

_____ All photocopying is done by staff. Copying may be prohibited due to donor restrictions, copyright law, or condition of item(s).

_____ KHS materials may not be removed from our offices.

_____ Special permission from KHS staff is required for use of cameras (Including phones) & recording devices.

_____ Most duplication requests will be filled within seven business days.

_____ Staff reserves the right to examine personal research material such as notes, folders, etc. as well as any bags or containers.

Please Read and Sign the back

CONDITIONS FOR PERMISSION TO USE THE KAUAI HISTORICAL SOCIETY ARCHIVES

1. I understand that permission to examine any unpublished manuscript or record (including photographs), if granted, does not include permission to reproduce, publish, or distribute contents of the Unpublished Records or any excerpt thereof at any time, and that a separate written application for permission to reproduce, publish, or distribute must be obtained from the Kauai Historical Society (KHS). Moreover, the KHS makes no representation that it holds any copyright interest in Unpublished Records, and that permission to reproduce, publish, or distribute may require the express permission of the copyright owner.
2. KHS reserves the right to restrict access to archives records at its sole discretion.
3. All references to records in the Archives (including references to research papers and dissertations, photo credits) should cite the collection with its title, identification number and acknowledge "The Kaua`i Historical Society, Līhu`e, HI."
4. I understand I am responsible for safeguarding records made available and will not remove from the collections or rearrange its order. Pencils only may be used. Records should not be leaned on, written on, folded, or handled in any way likely to damage it.
5. I have read, and will abide by, all conditions of the Kaua`i Historical Society.
6. In consideration of being granted permission to examine records on the Archives, I agree to indemnify and hold harmless the KHS, its officers, employees, and agents from and against any damages, liabilities, costs, and expenses, including reasonable attorneys' fees actually incurred, arising out of or in connection with my examination of such records.

ACCEPTED AND AGREED:

Signature _____ Date _____

KHS Staff

Signature _____ Date _____ Time: _____ Total _____

FOR STAFF USE:

Membership verified
Request entered into log
Invoice Generated
Request completed on ____/____/____