

**Stewart Bell Jr. Archives Room
The Handley Regional Library
Winchester-Frederick County Historical Society
P.O. Box 58, Winchester, VA 22604
(540) 662-9041 ex 17
REGISTRATION FORM (please print)**

Name: _____ Phone: _____

Address: _____

_____ Email: _____

Subject of research (please be specific):

Publication plans (if any; please be specific): _____

The staff of the Archives Room ___ may/___ may not reveal my name and the subject of my research to other researchers working or planning to work on related topics.

Regulations Agreement

I hereby agree to abide by the restrictions, if any that have been placed upon the collections I use.

Section 1 I understand that the manuscripts and related materials which I examine may be subject to copyright law (Title 17, U.S. Code) and that release of certain information contained in them may give rise to liability (e.g., for defamation or invasion of privacy).

I agree to indemnify and hold harmless Handley Regional Library, the Stewart Bell Jr. Archives its officers, employees, and agents from and against all suits, claims, actions, and expenses arising out of my use of collections in the Stewart Bell Jr. Archives.

I agree to secure written permission from the Stewart Bell Jr. Archives prior to publication of any material from the collections.

I understand that photographic reproductions of materials in manuscript collections are for personal research only and are not to be further reproduced or placed in another repository without prior written permission from the Archives Librarian.

I understand that sections 42.1-72 through 42.74 of the Code of Virginia provide for the safekeeping of the records and manuscripts housed in The Handley Regional Library, and that penalties may be imposed for the destruction, mutilation, concealment, or removal of this material. 8.2-107 states: "If any person steal or fraudulently secrete or destroy a public record or part thereof, including a microphotographic, he or she is guilty of a class 6 felony which is punishable by imprisonment in jail of not more than twelve months or a fine of not more than one thousand dollars, either or both."

I understand that I must store my personal belongings in the lockers and that I must empty them at my final departure each day. The Library will not be responsible for items in the lockers.

I have read the Archives regulations and posted rules and will comply with them.

Signature: _____ Date: _____