



The Carpeno History Room Registration Form

The Library Director has approved the use of this form to be used by any Sharon resident who would like to access materials housed in the Carpeno History Room. The person making the request must complete and submit this form. The Archivist will review the form and respond to the person(s) making the request.

Rules of the Carpeno History Room

- Patrons must present photo identification and sign the Archives log in the Carpeno History Room at the time of each visit.
- Patrons who are new to the Archive must complete the Archival Registration Form before viewing materials.
- Patrons must be supervised by the Archivist or another librarian when using historical materials.
- No food or drink is permitted in the Carpeno History Room.
- Patrons may not bring personal items into the Carpeno History Room.
- The use of cell phones to make calls is prohibited.
- Patrons may request only one box at a time, or ten (10) items.
- Pens are not permitted, nor are sticky notes. Patrons will be provided with pencils and paper for taking notes and appropriate archival-safe bookmarks.
- Photocopying of materials and use of laptops, scanners, digital cameras, and cell phone cameras must be approved by staff. Photos usually are permitted, provided the flash is turned off.
- Patrons must return archival materials for inspection after use. The Library reserves the right to inspect notebooks, briefcases, or other personal belongings.
- The Town of Sharon does not own copyrights to the materials in the Carpeno History Room. These materials are subject to copyright under Title 17 and the provisions of Section 108 of the U.S. Code Copyright Law. Patrons assume full responsibility for compliance and agree to hold harmless the Town of Sharon for any copyright infringement.

Patron Information

Last Name: _____ First Name: _____

Address: _____

Email: _____ Phone Number: _____

Preferred Contact Method (Circle one): Mail/Email/Phone

I, the undersigned, hereby agree to follow the above rules of the Carpeno History Room and acknowledge that I may be asked to leave the premises if I do not comply with said rules.

Signature: _____

Date: _____

Please submit this completed form to a library staff member. The Archivist will contact you regarding your request.