

Information for Readers

The use of books, manuscripts, and other materials in the History of Medicine Division Reading Room is granted to registered readers under the following conditions:

1. Readers must sign the register daily and fill out a new registration form each calendar year.
2. Readers must leave coats, briefcases, bags, etc. in the HMD coat room, located at the entrance to the Reading Room.
3. Readers are expected to exercise the greatest possible care in handling all collection materials, noting in particular that:
 - Only pencils may be used for note-taking. Pens, markers, etc. are NOT permitted.
 - No marks are to be added to or erased from books or manuscripts; tracings may not be made without prior permission.
 - No books, papers, or other objects (except weights provided at the HMD Reference Desk) are to be placed on collection materials.
 - Order and arrangement of items in manuscript collections must NOT be altered.
4. Readers may NOT remove collection materials from the HMD Reading Room and are required to return all materials to the HMD Reference Desk before leaving the Reading Room for the day or for an extended period. They may reserve materials to be used again in the immediate future.
5. Readers may take books from the HMD Reading Room Reference Collection to their desks in the Reading Room for temporary use. These items may be reserved for extended use at the Reference Desk, but they may NOT be removed from the Reading Room without permission of HMD Reference staff.

Readers are also reminded that:

- A digital scanner is now available for patron use at no charge. Patrons must have materials they wish to scan approved by HMD Reference staff before scanning is permitted. Scanning must neither endanger the physical safety of the material nor violate copyright restrictions. Patrons will provide their own USB drives to save scans. Printing out or e-mailing scans is not possible at this time.
- The use of laptop computers and tablets is encouraged, but the use of portable scanners is NOT permitted. To use a digital camera, inquire at the HMD Reference Desk.
- Food, beverages, and cell phone use are not permitted in the HMD Reading Room.
- Additional restrictions may apply to the use of specific manuscript or oral history collections. For further information, inquire at the HMD Reference Desk.

I have read the above rules and agree to abide by them:

(signed)_____ (date)_____

NATIONAL LIBRARY OF MEDICINE - HISTORY OF MEDICINE DIVISION

PATRON REGISTRATION

Last Name: _____

First Name: _____ Middle Initial: _____

Permanent Address: _____

City: _____ Zip/Mailcode: _____

State/Country: _____

Local Address: _____

Name of firm, school, or agency: _____

Phone: () –

E-mail:

Patron Category:

1. Health Practitioner
2. Health Researcher
3. Educator
4. Health Student
5. Historian
6. History Student
7. NLM/NIH Staff
8. Information Broker
9. Other (please specify) _____

Field of Interest: _____

Please complete reverse side and return this form to the HMD Reference Desk

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