

NJHDA Archives Retrieval Request Form (Pull Sheet)

Instructions For Use

Please fill in the requested information below and attach your valid drivers license to this form. Your request will be processed (pulled from the "stacks") and the material brought out to you for your inspection in the designated reading room. **Do not remove any of the material from the designated reading room.** When you have finished using the material, contact the archivists and they will collect and remove the material from the reading room, review it and return your drivers license to you. If you wish, you may fill out additional forms. **Only six items may be requested per researcher at a time.** No material will be held in reserve.

Copies

Only the archivists are allowed to make copies and reproductions of any material in our holdings. **Do not remove any of the material from the designated reading room.** If you require copies or reproductions of any of the material, make note of the **Category Code** of the material and **page numbers** (if applicable) and the archivists will estimate the cost and turn-around time for you.

Research Supplies

Paper and pencils will be supplied by the archivists for your use in taking notes. No recording devices of any kind will be allowed in the reading room. All bags and personal belongings should be locked in your cars or handed over to the archivists for safe-keeping. **No personal belongings will be allowed in the reading room unless they are first inspected by the archivists.** Laptop computers will be allowed in the reading room provided there are no recording devices attached to them.

Researcher Name: _____ **Date:** _____

Address: _____

Phone Number: _____ **Drivers License Number:** _____

Requested Material:

Catalog Code **Name or Description**

Catalog Code **Name or Description**

Catalog Code **Name or Description**

Catalog Code **Name or Description**

Catalog Code **Name or Description**

Catalog Code **Name or Description**