



WELCOME TO THE READING ROOM OF THE HENRY FORD

Welcome. We are pleased that you believe our collections may be useful for your research. Most of the material in our collections is unique and irreplaceable, therefore, our material does not circulate and there are important material handling guidelines that must be followed.

Access to the Reading Room is governed by these terms. Please contact any member of our staff if you have any questions. We update these Conditions for Access from time to time, and you may receive additional instructions from our staff during your visit. Compliance with these requests is a condition of access to our materials, Reading Room staff reserves the right to revoke permission if written or verbal instructions are not followed

- 1. Personal Belongings.** Other than your wallet, a notebook, computer, phone, and camera please leave all personal items in a locker or coat rack. Personal belongings brought into the Reading Room are subject to search by our staff at any time and The Henry Ford is not responsible for any lost or stolen items. Items that are not permitted in the Reading Room include, but are not limited to:

Backpacks, briefcases, purses, tote bags, computer cases, or any other bag, umbrellas, food, gum, candy, drink, scanners, personal photocopiers, tripods, pens, or markers.
- 2. Help us Protect our Records.** Please use the greatest of care in handling our documents and objects - they are original and irreplaceable. Please refer to material handling guidelines at each table and ask Reading Room staff if you have any questions. Staff will intervene if they see you are not following procedures. If procedures are not followed, your privilege to use materials may be revoked.
- 3. Quiet Environment.** Please turn off all devices that emit sounds or that may disturb those around you. Do not place or receive telephone calls in the Reading Room (you can use the lobby for telephone calls). Discussions should be in low voices and limited to those required for research purposes. The use of personal computers should not disturb other patrons.
- 4. Copies.** The research center provides various duplication services, and also allows use of digital cameras in the reading room. Each of these options has a form and use policy. Please see Reading Room staff for forms and instructions.
- 5. Laws.** Patrons are bound by all laws applicable to their use of the Reading Room, the materials they access, and the use they make of documents (and information obtained from materials) in the Reading Room. These laws include copyright, trademark, rights of privacy, and rights of publicity. Staff of The Henry Ford cannot answer legal questions for Patrons regarding intended use by Patrons of information, images, research, and documents.
- 6. Release of Liability; Indemnification.** Patrons release The Henry Ford from all claims arising from Patron's access to and use of the contents of the Reading Room. Patrons are solely liable for their use of documents, images, and information, and each patron hereby indemnifies and holds harmless The Henry Ford against all damages, expenses, and claims arising from their conduct.
- 7. Personal Privacy.** Documents in the possession of The Henry Ford were acquired over many decades. Some contain sensitive or personal information, such as social security numbers or medical information and the like. Not every document has been inspected to determine whether it contains such personal information. If you have questions or are unsure about a document, please ask a Reading Room staff member for assistance. The Reading Room staff reserves the right to review, redact, or close materials if needed.
- 8. Citations.** Please use proper citations when referencing materials from The Henry Ford. Citation information can be found on each desk, if you have questions please ask a Reading Room staff member



PATRON REGISTRATION FORM

The Henry Ford is a Michigan nonprofit corporation with offices at 20900 Oakwood Blvd., Dearborn, Michigan 48124. It provides unique educational experiences based on authentic objects, stories, and lives from America's traditions of ingenuity, resourcefulness, and innovation. Its purpose is to inspire people to learn from these traditions to help shape a better future. In connection with this mission, The Henry Ford enables scholars, researchers, educators, authors, and the public to access the library, archives, and Reading Room of The Henry Ford.

We ask that each person complete a Registration Form and provide a photo ID. Completing the form permits us to track the number and type of our visitors, thus helping us to serve you more effectively.

PATRON INFORMATION (please print)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL : _____

QUESTION/SUBJECT OF RESEARCH (please provide brief subject):

PROJECT OR PURPOSE OF RESEARCH:

- Personal School Paper MA Thesis/PhD Dissertation Academic journal Magazine Book
 Lecture/Presentation Web Site Exhibit Film/Television Work Related

ARE YOU A MEMBER OF THE HENRY FORD? Yes ___ No ___

HOW DID YOU FIND OUT ABOUT OUR COLLECTIONS?

___ Visit to Museum/Village ___ The Henry Ford website ___ Search Engine ___ Other website (please specify) ___ Magazine/Newspaper article ___ Book ___ TV Show ___ Colleague/Friend
___ Other/specify

My signature below means I have read, accept, and agree to abide by the "Conditions for Access" on the reverse side.

Name: _____

Date: _____

Staff Use Only

| | Mon. __/__/__ | Tu. __/__/__ | Wed. __/__/__ | Thurs. __/__/__ | Fri. __/__/__ |
|------------------|---------------|---------------|---------------|-----------------|---------------|
| | Appt.: Y or N | Appt.: Y or N | Appt.: Y or N | Appt.: Y or N | Appt.: Y or N |
| Time In: | | | | | |
| Time Out: | | | | | |
| Initials | | | | | |

TOPIC OF RESEARCH:

Photo ID

Agriculture & Foodways ___ Aviation ___ Communication & Technology ___ Conservation ___ Dec Arts
___ Design ___ Domestic Life ___ Education ___ Engineering/Parts Drawings ___ Ethnic/Gender Studies ___
Ford Family ___ Ford Motor Company ___ Henry Ford ___ Historical Architecture ___ Loan Request ___
Racing ___ Science & Medicine ___ THF Venue ___ Transportation ___ Visual & Performing Arts ___
Power and Energy ___ Other ___

