



Office of NIH History Registration Form

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Affiliation _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

E-Mail Address _____

Purpose of Research (check all that apply)

NIH history Graduate thesis Printed publication

Illustrations Museum Exhibit Instructional use

Audiovisual Archives other (please specify):

DECLARATION:

I have received and read the Office of NIH History guidelines for use and agree to abide by them [please consult the policy of the reverse of this form].

RECOMMENDED CITATION:

For citations in published or unpublished papers, the format shown in the following example should be used:

Philip Chen Papers, The Office of NIH History, National Institutes of Health, Bethesda, Maryland

Container and folder numbers (when available) should be included in the citations.

Signature

Date

Signature of ONH Staff

Date

Office of NIH History Research Policies

We welcome all researchers to the Office of NIH History. Due to the unique nature of the materials held in our collections, we have developed the following policy for their use and their preservation:

- Researchers may use only pencils. Use of pens, highlighters, and other writing and/or marking devices is not allowed.
- Box and folder arrangement is to be retained—please use out cards when to retain original order.
- All bags and packages are subject to inspection by staff before departure.
- Please report any damage of materials or missing items immediately to the ONH staff.
- Self-adhesive removable notes, tape, paper clips, staples, or similar objects may not be used with any items in the collections.
- Permission to photocopy is handled on an item-to-item basis. Use of the self-serve copier for photocopying must be approved by the staff.
- Notice: Copyright law (U. S. Code Title 17) may protect some materials.
- Smoking, eating and drinking are prohibited in all library and collections areas.

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