

[Kenan Research Center](#)
130 West Paces Ferry Rd NW
Atlanta, GA 30305

[Hours](#)
Tuesday–Saturday
10:00am–4:00pm

Patron Registration Form

Name

Address | City | State | Zip

Phone | Email

[Kenan Research Center Guidelines](#)

- Patrons will be issued a researcher's card, valid for two years, upon registering and presenting a valid government issued ID.
- Cellular phones must be silenced while you are in the facility.
- All personal items, including notebooks, papers, purses, and bags, must be deposited in the lockers provided.
- Only tablets, laptops, cameras, mobile phones, cords, and pencils may be brought into the Kenan Research Center.
- Paper and pencils are available for use.
- Please sign in and out of the facility during each visit.

[Research & Handling](#)

- Open shelf materials are self-service, please leave them out for the staff to reshelve.
- Items from closed stacks are pulled by request at the Reference Desk and retrieved at: 10:30, 11:30, 12:30, 1:30, 2:30, 3:30 and 4:00.
- Patrons must be seated at a table designated by staff to view collection materials.
- For the safety and organization of our collection, researchers are allowed access to requested materials one box or item at a time.
- Patrons must have only one folder out of a box at a time.
- For the protection of the collections, items must lay flat and be fully supported on the table. Do not lean or write on, fold, bend, or trace materials.
- Please alert staff to any problems with the collections, including damaged, missing, or disordered documents.
- Access to uncatalogued collections is by appointment and subject to the discretion and professional judgment of the archivist in charge of materials.

[Photocopying Materials](#)

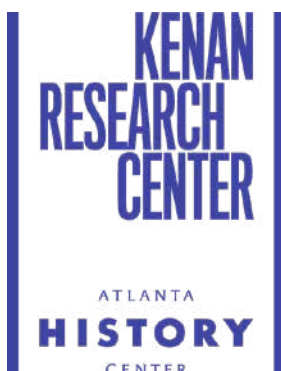
- Books and periodicals from open shelves may be photocopied but copying of all other materials must be requested at the Reference Desk.
- Forms for requesting up to fifty (50) pages of copies are available at the Reference Desk.
- The staff reserves the right to deny copying of items that would be damaged by the process or if fulfillment of copy order would violate copyright law.

[Photographing Materials](#)

- Researchers may photograph collection materials, except for photographic prints, for study purposes only.
- Digital reproductions of visual arts materials are available for personal use and publication via the order form available online and at the Reference Desk.
- Patrons are responsible for keeping accurate citations for all items photographed.

[Citation and Publication](#)

- Citations should be formatted as:
Collection name, MSS or VIS#, Kenan Research Center at the Atlanta History Center
- Kenan Research Center assumes no responsibility for infringement of copyright or the publication rights of manuscripts held by the writers, heirs, executors, or assigns.



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Agreement

I agree to indemnify and hold harmless the Atlanta History Center, its agents and employees against all claims, demands, costs and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of these materials.

I have read and agree to abide by the terms and conditions above. I understand that my failure to comply may result in the termination of my camera and research privileges.

Signature | Date

Staff Use Only

Approved

Identification

Card #

