Map & Rare Atlas Collection Access

Procedure Recommendations

1. Patrons are requested to make an appointment to examine map and rare atlas collection materials. Appointments are encouraged due to the fact that maps and rare atlases are housed in several locations throughout the library and retrieval and viewing takes additional time. If a patron has not made an appointment, every attempt to accommodate the request will be made, time permitting.

   i. For Appointments contact: Government, Geographic, Business & Data Library
      email: govinfo@northwestern.edu
      Phone: (847) 467-6441 or (847) 467-3679

2. All maps and atlases are to be viewed in a supervised space, such as Government Workroom.

3. Patron will complete a Patron Registration for Map/Atlas Research and Map Collection Call Slip.
   a. Patron will be asked to leave bag, coat etc. in a designated area. Patrons can be offered access to lockers if available.
   b. Staff will review requested items and assist with completing Call Slips, which include;
      i. Map folder or atlas’s call number;
      ii. Physical count and notation of the number of items in folder.

4. Determination will be made of item’s location and status as locked or unlocked storage. If locked, follow procedures in Item #5.

5. Maps and atlases which are in locked storage:
   a. Patron submits Call Slip requesting each individual item.
   b. Each item is provided for viewing one at a time.
   c. Access to physical copies of rare maps, such as the Africana maps which have been digitized, is not allowed unless patron can demonstrate the need which would enhance research goals.

6. If scans or copies are requested, patron must complete a Researcher Use and Rights for Reproductions Form.
Patron Registration for Map/Atlas Research

Please Print

Date: ________________ Appointment_____ Walk-in ______

Name: _________________________________________

Address:  _________________________________________

Phone: _____________________________

e-mail: _____________________________

NetID:  _________________________________________

Guest Pass: _________________________________________

Affiliation: Northwestern: Faculty______ Graduate Student_____ Undergraduate ______

Staff_____ Alumnus______

Purpose of Research/Request _________________________________

__________________________________________________________

__________________________________________________________

Research Agreement

Your signature below indicates that you have read and accepted the terms and conditions for use of Northwestern University Libraries Map Collection materials outlined on the reverse side of this form.

Signed: _________________________________________

Rules for use of materials from the Northwestern University Libraries Map Collection:

- All materials are non-circulating
- Keep all materials in order
- Handle materials with care
- Researchers may view only one folder or one rare item at a time.
- No pens; pencils only for note taking.
- No food or beverages.
- Backpacks, briefcases, bags must remain off the table.
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Northwestern University Library Map Collection

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**Researcher Agreement Form**

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I have read the above statements and, with my signature, agree to abide by them.

Date: ___________________________________

Requester Name: ________________________________________________________________

Address: _____________________________________________________________________

Email: _______________________________________________________________________

Telephone: ___________________________________________________________________

Description of materials: ________________________________________________________
_____________________________________________________________________________

Requester signature: ___________________________________________________________

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