

AMADOR COUNTY ARCHIVES RESEARCH REGISTRATION FORM

Please complete the following information. This information is confidential under Government Code 6254(j) and this form will be destroyed approximately six (6) months following date of registration. This information is only utilized for contact purposes and statistics.

NAME: _____
(please print)

AFFILIATION: *(if applicable)* _____

ADDRESS: *(for contact purposes only)* _____
Street/P.O.

City	State	Zip	County	Phone
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E-MAIL ADDRESS: *(for contact purposes only)* _____

How did you learn about the Amador County Archives? _____

I have read and understand the rules of the Amador County Archives printed on the reverse of this form.

Signature _____
Date

FOR ARCHIVES USE ONLY

RECORD SERIES USED:

- | | | |
|---|--|--|
| <input type="checkbox"/> Assessor | <input type="checkbox"/> Genealogy | <input type="checkbox"/> Oral Histories |
| <input type="checkbox"/> Audio/Visual | <input type="checkbox"/> Great Register | <input type="checkbox"/> Photograph |
| <input type="checkbox"/> Auditor | <input type="checkbox"/> Maps/Plans/Blueprints | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Board of Supervisors | <input type="checkbox"/> Marriage | <input type="checkbox"/> Sheriff/Coroner/Jail |
| <input type="checkbox"/> Clerk-Recorder | <input type="checkbox"/> Mining | <input type="checkbox"/> Treasurer-Tax Collector |
| <input type="checkbox"/> Court | <input type="checkbox"/> Naturalization | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Election | <input type="checkbox"/> Newspaper | _____ |

Processed by: _____

Comments: _____

ARCHIVES RESEARCH ROOM RULES

SERVICES:

Photocopies are available please refer to fee schedule for copy rates. Please note that any large items measuring more than 8 ½ x 14 will not be able to be photocopied. We recommend that you bring a camera with you to take photos of any oversized items you wish to copy. Please note, **FLASH IS NOT ALLOWED**. Records will not be retrieved for researchers after 2:30 P.M.

CARE AND HANDLING:

- Please exercise all possible care to prevent damage to the records. Records should not be leaned on, written on, folded anew, traced or handled roughly. Do not attempt to open uncut pages in a book.
- White cotton gloves are provided by Archives staff to be worn when handling unprotected materials.
- Unbound documents are to be kept in the order in which they are received.
- **USE PENCIL ONLY** when taking notes, this prevents accidental ink marks from getting on records. Pencils are available at the counter by the computers.
- Do not lay books open face down, or employ harmful bookmarks such as pencils, rulers, other books, etc. Broken spines and torn pages are the result of such treatment.
- If paper slips must be used as bookmarks, please take extra care to remove all of them before returning the material. If left inside, they put a strain on the spine and can eventually cause discoloration of the paper.
- To ensure that your child's visit to the Archives is an enjoyable one, we ask that you remain with your children while conducting research at the facility.

PERSONAL EQUIPMENT USE:

Personal computers, photocopiers, scanners, and recorders may be used **ONLY** with **PRIOR** permission of Archives staff.

PROHIBITED:

Pets (excluding service animals), eating, drinking, gum chewing, smoking, and loud talking are prohibited in the research room. Use of cell phones is permitted outside the Archives building. Records may not be removed from Archives.

PLEASE NOTE: Use of materials may be restricted by donor request, if in poor physical condition, if unprocessed, or if prohibited by law.

**THANK YOU FOR HELPING US PRESERVE THE COUNTY OF AMADOR ARCHIVAL
RECORDS FOR FUTURE GENERATIONS.**