

Researcher Registration

Name: _____

Firm: _____

Address: _____

Telephone: _____

Use Agreement

Please

1. Make sure that your hands are clean before handling any records.
2. Keep food and drink out of areas with records.
3. Use pencils, not pens, for note-taking, to avoid ink smears on the table or records.
4. Treat materials carefully: do not write on top of or lean on documents or volumes.
5. No documents or volumes may be removed from the Town Clerk's office.
6. Notify the Town Clerk or assistant if you find anything out of order.
7. Put volumes back where you found them.
8. Use only one volume at a time, replacing it before you get the next one you need.

I will comply with the above policies and procedures.

Signature: _____ **Date:** _____