

# READER REGISTRATION FORM: Massachusetts Society for the Prevention of Cruelty to Children (MSPCC) Records

## University Archives & Special Collections

### Joseph P. Healey Library | University of Massachusetts Boston

1. All material must be used in the University Archives & Special Collections department.
2. Researchers must exercise all due care while handling fragile documents and must maintain the internal order of the files. Folders should NOT be re-filed.
3. Researchers must agree to the following rules:
  - a. Food, drink (including water), candy, and gum are NOT permitted in the Research Room.
  - b. Large purses, fanny packs, briefcases, boxes, bags, equipment bags, or containers of any kind are NOT allowed in the Research Room.
  - c. Coats, overcoats, jackets, or other types of outerwear are NOT allowed in the Research Room.
  - d. All items NOT allowed must be secured in UASC lockers or in room #05-10A.
  - e. Pens, permanent markers, or "Post-it" notes are NOT allowed in the Research Room.
  - f. Specific equipment used in the Research Room, such as video/audio recording devices, cameras, camcorders, and scanners (without auto-feed) must be approved by UASC staff.
  - g. Personal computers are allowed.
4. The researcher is advised that the library does not necessarily hold the literary rights to the material in its collections and that it is the researcher's responsibility to secure those rights when needed.
5. Reproductions of the material will be made at the discretion of the archivist. All reproductions are made solely for the convenience of the researcher and remain the property of the library (see *Reproduction Policies and Fees* for additional details).
6. **OWNERSHIP:** All records in the collection that are more than 100 years old are the property of the Library. Records less than 100 years old remain the property of MSPCC and are stored on deposit at the Library.
7. **ACCESS RESTRICTIONS:** Per the Deed of Gift, research access to the client case records in this Collection are controlled based on the date a case record was closed, plus the family status of the researcher. MSPCC-owned records are accessible only to former MSPCC clients or their direct descendants, and to current staff of MSPCC as designated by MSPCC administration.
8. **PUBLICATION RESTRICTION:** Researchers will not distribute or publish any copies of MSPCC records provided to them by UASC.

*These rules of use are subject to change.*

\_\_\_\_ Researcher identification and/or relationship to record subject has been confirmed through:

\_\_\_\_\_  
(Specify driver's license, Vital Records details, etc. Use back if necessary.)

**Please note: Researchers may feel free to contact MSPCC Adoption Services with questions related to the records or for support around their content. 1-800-277-5387**

**By signing below, I agree to the above restrictions and conditions:**

Name (sign): \_\_\_\_\_ Name (print): \_\_\_\_\_

Today's Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_ Institution/department: \_\_\_\_\_

Purpose of Research: \_\_\_\_\_