**Center for the Study of Oneness Pentecostalism**

**700 Howdershell Rd., Florissant MO 63031**

**(ph #)**

**RULES FOR USE**

1. On your initial visit, **please sign and complete a Visitor Registration Form** and enter your information in the **Visitor Register**. On each subsequent visit please sign the **Visitor Register** upon arrival and departure.
2. **Only notebooks, pencils, research papers, and laptop computers** are allowed in the research area while using archival material.
3. **Food and drink are not allowed** in the research area.
4. **Archive stacks are closed to researchers.** Archivists will retrieve and replace research materials. Please consult the finding aids and consult with the archivist to decide which items you wish to use.
5. When using a box of material, **Remove only one folder from the box at a time** and replace the folder with the Out Card provided. **Maintain the exact order of the material within the folder and of the folders within the box.**
6. To protect the materials from damage, **please keep all items flat on the tabletop. Handle all items with care.** Loose sheets and volume pages should be handled by their edges. Patrons may be required to wear gloves (furnished) when handling original materials.
7. **Tracing, taking notes on, or writing on original materials is not permitted.**
8. **Do not remove folders or boxes from the research table.**  Notify the archivist of any materials you wish photocopied or when you are finished using those boxes.
9. To protect fragile holdings, the Center reserves the right to restrict photocopying of some material.

***I have read and agree to abide by the established Rules of Use.***

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_