



C.V. Starr East Asian Library  
300 Kent Hall  
Columbia University  
Kress Rare Books and Special Collections Reading Room

## Rare Books/Special Collections Registration and Request Form

**Reader's Name:**

**Today's Date:**

**Affiliation:**

**Address:**

**Email:**

**Signature:**

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**Rare Book Title:**

**Call Number:**

**Volumes (if multi-volume):**

**Publication Date (if known):**

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(This section is for staff use only)

**Time received:**

**Time returned:**

**Staff initials:**

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### Guidelines for Use:

The Rare Books and Special Collections Reading Room is for rare books and special collections readers only. Materials are for use only under the supervision of library staff and in the Rare Books and Special Collections Reading Room. The Rare Books and Special Collections stacks cannot be browsed. Library staff will retrieve requested item(s) for you. The number of books or manuscript boxes that may be used at any one time is limited. Handle the materials with extreme care; many are fragile. Laptop computers and pencils ONLY may be used for taking notes. Pens and indelible markers are NOT permitted. Return books and manuscripts to the librarian on duty when you leave the room. Food and liquids are NOT permitted in the reading room. Cell phones are NOT permitted in the reading room. Photocopy services are available, at a charge, and may be made ONLY by library staff. Please consult the librarian for more information should you wish to have rare or special collections materials photocopied.