

Tateuchi East Asia Library

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**Tateuchi EAL Special Collections Registration and Request Form**

Reader’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category (circle one): UW Faculty/Staff, UW graduate, UW undergraduate,

UW Alumnus, Visiting Scholar, Local Community, Other

Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email/phone)

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

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Rare Book Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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:**

Materials are for use only under the supervision of library staff and in the East Asia Library Reading Room.

The EAL Special Collections stacks cannot be browsed.

Library staff will retrieve requested item(s) for you.

The number of books 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 to the librarian on duty when you leave the room.

Food and liquids are NOT permitted in the reading room.

Photocopy or reproduction services are NOT available; taking photographs without flash is allowed.