ARCHIVES MATERIALS REQUEST FORM
James Pendergrast Memorial Library
Albany State University – East Campus

Request Accepted By: ______________________________________
Date Accepted: _____________________________________
Date material is needed by (allow at least 48 hours): __________________________

(Please print clearly, do not abbreviate, fill out the entire form)

Name: __________________________________________________________________________________________________
Status: Faculty _____ Staff ____ Graduate Student ____ Undergraduate ____ Alumni ____ Other _____
Address: ___________________________________________________________________________________________________
City: _____________________________________________ State ____________ Zip ___________________________
Phone Number (       ) ___________________________ Fax (     ) ________________________________________________
E-mail address: ______________________________________________________________________________________

Do you want to schedule an appointment to view the University Archives? Yes _____ No _____
(If yes, please allow up to 24 hours for a library staff member to contact you regarding an appointment time.)

Signature at Check-Out __________________________________________ Date ___________________________
Signature at Check-In __________________________________________ Date ___________________________

Materials requested (please be specific):
________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

Staff may provide photocopies when applicable at the cost of $.25/page to the requester.
Photocopies Acceptable _______________________ Original Only _______________________

Special Instructions: __________________________________________________________________________________________
__________________________________________________________________________________________________________
__________________________________________________________________________________________________________

* Please remember to visit the Ram Scholar Repository at http://ramscholar.openrepository.com/ramscholar/ to view
electronic versions of some of the materials from the University Archives, programs from University events, and much more.

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