

City of Coral Gables Historical Resources and Cultural Arts Department
Raul E. Valdés-Fauli Archives Collection
Rules and Regulations and
Researcher Request Form

To make the most efficient use of time, please contact us in advance to make sure that the documents you want to see are available. *Provide a list of your topics of interest before your appointment.* If the information is unavailable, we will help you find another archives or location that may have the information you need.

Rules

- **You are responsible for safeguarding the condition of the records that have been brought to you.**
- You must wear white gloves, provided by the staff, to protect the records.
- You must keep personal belongings outside of conference room. This includes bags, carrying cases, briefcases, purses, books, notebooks, and notepads.
- Pencils only. We will provide pencils if you do not have one.
- Post-its and paper clips are not allowed.
- Computers and other electronic devices must be approved.
- You may open only one box or bound volume at a time.
- You may remove and open only one folder from a box at a time.
- The records should stay flat on the table at all times.
- The records must be kept in the same order in which they are given to you. If folders in a box or pages in a folder appear to be out of order, do *not* rearrange the records yourself.

Publication and Other Uses

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Researcher Request Form

Date:

Name:

Address:

Email Address:

Institutional Affiliation:

Academic Classification (student, faculty/staff, independent researcher):

Please describe the subject, scope, and purpose of research:

I intend my research to result in (article, book, course, paper, thesis, conference, presentation, etc.):

Signature:

Date:

For archivist use:

Collection(s) Name/Box Number:

Publication

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Signature: _____ Date: _____

Approved by: _____ Date: _____