

Muskegon Community College
Hendrik Meijer Library Archive Research Request & Usage Agreement

The mission of the Muskegon Community College Archive is to collect, organize, and maintain materials of permanent, historical value to the College, and to make the archival materials available to patrons.

Please allow 3-5 days for your research request to be filled. Be as precise as possible when filling out this form, including known dates/date ranges, departments, person's name, etc. The more information you supply, the faster your request will be filled.

Requestor's Name _____

Phone Number _____ **Email Address** _____

Identification Method (if physically present)

- MCC ID
- Driver's License
- Other Government ID/Passport

Purpose of Research

- Administrative Use
- Class Assignment
- Personal Research
- Book/Article
- Thesis/Dissertation
- Other (Specify) _____

Position

- Faculty/Staff
- Student
- Alumni
- Member of the Public
- Visiting Scholar
- Other (Specify) _____

Records Requesting:

Date Range of Records (if known) _____

Format of Records (e.g. photos, newspaper clippings) _____



Collection/Materials/Description of Research/Records _____

Reason for Request _____

I agree to use these records for research purposes only. *To use any of these records for display purposes or publications outside of Muskegon Community College, you will need permission from the original publishing body which goes beyond this research request form. Contact the archivist for more assistance: 231-777-0274 or archive@muskegoncc.edu or the assistant archivist at 231-777-0493*

Signature

Date