RESEARCHER REGISTRATION and VALIDATION

REFER TO WHEN:
A new researcher needs to register to use Special Collections/University Archive materials, or the ID of a returning researcher needs to be validated.

PURPOSE:
Outline the steps in:

1. assisting new researchers to register
2. validating ID of returning researchers against registration data

OUTLINE:

1. New Researchers
    1.1. Politely ask if a researcher has previously registered to use Special Collections. If not, ask then to register via the desktop icon on the public access computer
    1.2. Validate information using the registration spreadsheet (desktop icon on staff computer) and valid current photo ID. Return ID after validation.
    1.3. Refer any problems to a member of staff

2. Returning Researchers
    2.1. Politely ask the researcher for a valid current photo ID, such as a UNCA ID card, or driver's license
    2.2. Validate the ID using the registration spreadsheet (desktop icon on staff computer)
    2.3. Return ID to researcher and ask how you can help them. (Refer to Assisting Researchers for guidance)
    2.4. Refer any problems to a member of staff