



**Texas General Land Office Archives and Records**  
**Research Room Registration, Policies and Guidelines**  
**1700 N. Congress Avenue, Austin, Texas 78701-1495**  
**1-800-998-4GLO (4456) or 512-463-5277**  
**Archives@glo.texas.gov**

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**Welcome to the Texas General Land Office Archives and Records.** General Land Office staff are responsible for safeguarding and preserving for posterity the rare and unique material in this collection. Please help preserve the valuable historic resources of the Texas General Land Office for future generations by providing a quiet, library-style environment for researchers and abiding by the following rules:

1. Patrons are to sign the office register (Chapter 2004, Government Code), and check in with staff each day upon arrival. Patrons should provide photographic identification upon registration and check in.
2. This area is under video surveillance to aid in the prosecution of any crimes committed in this facility.
3. Upon check-in with staff, briefcases, notebooks, purses, bags, backpacks and other personal property will be stored in secured lockers before any research can begin. Laptop computers are permissible.
4. Upon checkout with staff, materials used by researchers will be inspected before leaving the research area. This includes any notes taken by patrons, to ensure that no archival material is accidentally placed with the patron's belongings. Lockers will be checked and keys returned to staff.
5. No food, drinks, chewing gum or tobacco products are allowed in the research areas or near the collections.
6. Cell phone use is prohibited in Research area, as is loud talking or disruptive behavior.
7. Only pencils may be used. Pencils are available from staff, and on every table.
8. Notes may only be taken on yellow paper provided by research staff. After sheets are filled out, additional sheets of paper will be provided to you. Notes are subject to inspection.
9. Only loose-leaf sheets of your own reference material are permitted in the Research Room. These sheets will be inspected and stamped to indicate materials have been brought in from the outside.
10. Please treat the materials with care and follow these guidelines:
  - a. Do not write on, lean on, bend, fold, trace or place anything on top of archival materials;
  - b. Do not put archival materials on the floor or in your lap;
  - c. Examine all archival material on research tables only;
  - d. Do not change the order of documents within the files;
  - e. Do not remove documents from mylar sleeves;
  - f. If you see anything in the files that appears to be missing or out of place, please notify staff;
  - g. If viewing oversize archival materials (Ex. Maps), allow GLO staff to move/transfer/adjust;
  - h. If viewing oversize materials (Ex. Maps), please use the drafting table surface when available;
11. Only five files may be accessed at a time. Remaining files will be kept on a cart provided by research staff.
12. Photography of documents is permissible only without a flash. Notify staff ahead of time if you wish to photograph documents.
13. For the long-term safety of archival material, items that are too fragile may be withheld from research and/or photocopying. In instances like this, digital copies, or copies will be available for research.

**By signing this document you acknowledge that you have read and understand the rules and will comply with this policy. Repeated failure to follow these guidelines could result in restriction of access to GLO archival material in the Research Room. Copies of archival material will be made available at patron expense. Additionally, the GLO has extensive archival material available for research online.**

**SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**LOCKER #** \_\_\_\_\_ **KEY #** \_\_\_\_\_ **CHECK IN:** \_\_\_\_\_ **CHECK OUT:** \_\_\_\_\_



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**REGISTRATION INFORMATION**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DRIVERS LICENSE NUMBER/STATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME/CELL PHONE: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

**E-MAIL ADDRESS** (Optional – By providing your e-mail address, you give us permission to add you to our customer contact list, which includes receiving our quarterly newsletter, information and updates about our annual history symposium, and other special announcements. Your contact information will not be sold or distributed to a third party):

**PURPOSE OF RESEARCH**

- Historical
- Surveying
- Government
- Genealogy
- Oil-Gas
- Other: \_\_\_\_\_
- Legal
- Academic

**FEE SCHEDULE**

| <u>Copy Services and Research</u>      | <u>Map Reproductions</u>                            | <u>Spanish Translation and Certifications</u>            |
|--|---|--|
| Black & White: \$1.00/page             | Map Less than 48": \$20.00                          | New, untranslated document: \$0.15/word                  |
| Black & White (Ledger): \$2.00/page    | Map greater than 48": \$40.00                       | Copies of existing translation: \$2.00/page              |
| Color Copy: \$2.00/page                | Official County Map: \$15.00                        | Spanish Translation Certification: \$25.00 + \$2.00/page |
| Color (Ledger): \$3.00/page            | Sketches, tracings & blueprints: \$2.00/linear foot | Individual map: \$2.00/image                             |
| Genealogical Name Search: \$20.00/name | Image-use Fee (for profit entity): \$50.00/image    | Complete file: \$25.00/file                              |
| Other Research: \$50.00/hour           | Rush Fee: \$50.00/order                             |  |