



# Access and Use Policy

January 2015

## **Mission**

The University of St. Francis Library Archives is responsible for identifying, collecting, organizing, describing, preserving and making available for research and reference those records of the University that are of sufficient historical, legal, fiscal or administrative value to warrant permanent preservation. The Archives collects the inactive records of administrative, academic and student organizations, items of significance to the University's history and that of its founding congregation, and other special collections of materials as befit the mission of the Library.

## **Access to Materials**

The University of St. Francis Library Archives is open to the public and all records can be viewed by students, faculty, staff, alumni and outside researchers, but materials may not be removed from the archives. Records in the USF Library Archives are unique, rare, or of greater value than materials in the general library collection. These University records come in many formats (paper, electronic, photograph, audiovisual, etc.) and have been transferred, physically and/or intellectually, to the custody of the Archives for permanent retention and access control. They require special handling and preservation measures. Any limitations on access are in place to balance user needs and preservation efforts, so that archival materials will continue to be available to future researchers.

## **The following types of records will be CLOSED:**

- 1) Individual education records of living students or living former students, as defined by the Family Educational Rights and Privacy Act of 1974, as amended, unless the student or former student grants access in writing
- 2) Individual employment records of living current or former faculty members, administrators or other staff members, including records which concern hiring, appointment, promotion, tenure, salary, performance, termination or other circumstances of employment, unless the faculty member, administrator, or staff member grants access in writing
- 3) Other records where usage might constitute an invasion of privacy

4) Records the use of which has been restricted by Deed of Gift.

### **Hours of Operation**

The Archives and Reading Room are generally open Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m. They are closed weekends, holidays and during scheduled library closings. It is recommended that researchers call in advance to schedule an appointment with the Archives Librarian or to confirm current hours.

### **Types of Service**

During regularly scheduled hours, archives staff members are available for basic research assistance and to orient users to the University of St. Francis Library Archives collections and finding aids. The staff can be reached by visiting the reading room on the second floor of the LaVerne and Dorothy Brown Library, or by the following:

Mail	University of St. Francis Library Attn: Archives Librarian 600 Taylor Street Joliet, IL 60435
Telephone	815-740-3539
E-mail	libraryarchives@stfrancis.edu

### **Authorized Users**

University of St. Francis students, faculty, staff, alumni and outside researchers willing to abide by the Library and Archives policies are welcome to use the Archives.

### **Registration**

University of St. Francis faculty, staff and students will be asked to show a current university ID each time they use the collections. Alumni with non-current university ID and researchers not affiliated with the University will be asked to fill out a registration form and show a photographic ID for verification during their first visit. On subsequent visits, they will be asked to show photographic ID only.

### **Reading Room Rules**

Written guidelines regulating the use and handling of the Archives' materials are provided to users working in the reading room.

- Place personal property, including coats, briefcases, purses, backpacks, book bags, computer cases, and cellular telephones in the designated area.
- You may use laptop computers and hand-held audio recorders to take notes. Because of copyright and preservation considerations, you may not use video cameras or videotaping equipment, still cameras, digital cameras, scanners, or cellular phones in the reading room.

- No materials are to leave the reading room. Archives staff will retrieve the requested materials and deliver them to the reading room for use by the researcher.
- No food, drink, chewing gum or tobacco products are permitted in the reading room.
- Use pencil only. No ink pens of any type are allowed. If necessary, pencils can be provided by the Archives staff.
- Only one box at a time will be retrieved from the Archives' stacks, and only one folder at a time should be open at the researcher's table.
- Never remove items from the folder or rearrange items within the folder.
- Do not write on, lean on, put weights on, or otherwise mishandle materials. Researchers must take care not to mark, fold, tear or otherwise harm the records in any way. Any damage discovered by the researcher should be brought to the attention of the Archives staff immediately.
- All materials for photocopying need to be reviewed by Archives staff to determine that the condition of the document is acceptable for photocopying. The Archives Librarian reserves the right to deny permission to photocopy if the document is frail and/or could be permanently damaged due to the process.
- If materials have been approved for photocopying, the Archives staff will be responsible for making copies. Photocopy Request Forms will be provided to the researcher, who will be responsible for the costs.

### **Requesting Materials**

Materials from the University of St. Francis Library Archives are available to researchers only as closed-stack, non-circulating holdings and must be used within the Reading Room. Retrieval requests may be made to Archives staff during the hours specified in this policy. All materials must be returned to Archives staff fifteen minutes before closing (typically 4:45 p.m.).

### **Reproduction**

Photocopying and scanning can be extremely damaging to rare and fragile materials. Researchers are encouraged to allow sufficient time to take notes, since this is the least damaging way to gather information. However, if necessary, researchers may ask for a Photocopy Request Form from the Archives staff.

The Archives Librarian reserves the right to deny permission to photocopy or scan materials if the document is frail and/or could be permanently damaged due to the process. Archives staff does all copying and scanning. Requests will be filled as quickly as possible, based on staff time and photocopier access. If necessary, the researcher may be asked to pick up their requested copies the next day or have them mailed to them.

Photocopying fees are 10 cents per page. Exact change must be presented before the photocopying can be done. All photocopies are black and white.

Scanning fees are \$1.00 per page. Exact change must be presented before the scanning can be done. Scans can only be delivered via e-mail or on researcher-provided media such as CDs or flash-drives.