Armstrong State University Archives Policy

Manual

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Acknowledgement: Preparation of this policy manual was made possible by a grant from the Georgia Historical Records Advisory Board (GHRAB.) Many of the policies contained in this manual were adapted from examples compiled in GHRAB's Preferred Practices for Historical Repositories: A Resource Manual (April, 1999.)
Armstrong State University establishes an Archives and Special Collections with the legal authority to collect, preserve and make available historical records as outlined in its mission statement and collection policy. The Armstrong Archives and Special Collections are administered the Director of Lane Library.

ASU Archives and Special Collections Mission Statement

The mission of the University Archives is to support the goals of Armstrong Atlantic State University by identifying, collecting, preserving and making available selected university records and personal papers of enduring value received from administrators, faculty and students for the use of university staff, students, scholars, and the general public.

The mission of the University Special Collections is to support the goals of Armstrong Atlantic State University by identifying, collecting, preserving and making available manuscript collections of enduring value for local or regional history. The Armstrong Special Collections will be made available for the use of university staff, students, scholars and the general public.

Armstrong Archives and Special Collections Collection Development Policy

Statement of Purpose:

The purpose of the University Archives is to identify, collect, preserve and make available university records and manuscripts of enduring value. The purpose of collecting such records is to provide documentation of the development and growth of the University, its role in the state of Georgia and in the community at large, the activities of its student body and alumni, and the development of its physical plant and grounds.

Types of Programs: The Armstrong Archives and Special Collections will support research, preservation efforts, exhibits, outreach and publications related to the University’s documentary history.

Acquisitions: Material will be acquired through internal transfer, donation, deposit and purchase. Donations of materials and funds are essential to maintaining and developing the Archives and Special Collection. Grant funding is also sought. The decision to select and preserve records of historical value is the responsibility of the librarian in charge of the Archives and Special Collections.

Clientele: University staff, students, researchers and members of the community are permitted to use the Armstrong Archives and Special Collections after proper identification and registration.
Priorities and Limitations of the Collection: At present the Archives and Special Collections especially welcome donations of material relating to the first 50 years of the history of the University. The collection will focus primarily on the history of Armstrong Atlantic State University. However, manuscripts significant to local and regional history will be collected.

The Archives and Special Collections will not serve as a records management and storage facility for routine records of the University’s Registrar’s Office or the Business Office.

The Archives will not, generally, accept the following: materials relating to other geographical regions, or partial manuscripts and archival collections when major portions have already been deposited in another repository.


Co-operative Agreements: The Armstrong Archives and Special Collections will strive to co-operate with other local repositories. A co-operative relationship exists between the Armstrong Archives and Special Collections and the Florence Powell Minis Collection, another special collection administered by the Lane Library. The two collections will share space and transfer appropriate materials so as to benefit both collections. Coordinating such arrangements is the responsibility of the librarian in charge of Archives and Special Collections.

Resource Sharing: The Armstrong Archives and Special Collections will not loan material from the collection to individuals or to other institutions, routinely. Limited photocopying will be done upon written request if the individual is unable to travel to the University to use the Archives and Special Collections.

Statement of Deaccessioning Policy: Duplicates and materials that do not reflect the collecting areas of the Armstrong Archives may be deaccessioned, subject to the terms of acquisitions, and state and federal laws, and offered to other more appropriate institutions or the donor or donor’s family.

Deed of Gift: The Armstrong Archives does not accept materials from outside the University without legal transfer of title, deed of gift, or other official acknowledgment.

Monitoring Development and Reviewing Collection Development Guidelines: The collecting policy may be changed as needed and will be re-evaluated every ten years in connection with the University’s self-study for accreditation.
Agreement to Transfer University Records
Armstrong State University Archives

The records listed below were created by______________________, an organization of Armstrong University, and are hereby transferred to the University Archives, Lane Library Armstrong State University for permanent retention as historical records or other disposition based on an archival appraisal of the materials.

Records Transferred:
Description:

Volume:
Restrictions:

Records transferred to the Archives are processed, housed and made available to researchers according to the standard archival procedures of the repository. Terms for restrictions on access or other conditions of the transfer must be made part of the agreement at the time of transfer. The Archives will dispose of any materials that are not considered to be of permanent value.

I hereby authorize and direct the transfer of records as prescribed in this agreement.

Name:_________________________________ Date:____________________
Title:

For the University Archives, I authorize receipt of the records under this agreement.

Name:_____________________________ Date:____________________
Title:

Record of Transfer

Accession Number:__________________
Range Number/Location:_____________
Gift Agreement

Armstrong State University Lane
Library
Special Collections & Archives

Donor:

hereby donates copies of the materials described below to Armstrong Atlantic State University,

Dated this____ day of________.

Description of Donation:

Donor (Sign) ________________________________
Address:________________________________________
________________________________________________

Do you wish to remain anonymous?  Yes  No

List conditions or special restrictions:

Armstrong State University hereby accepts the above records.
Dated this _day of ________:

By____________________________
Armstrong State University Representative
Mission Statement

The mission of the Armstrong Archives is to collect and preserve materials that document the history of Armstrong Atlantic State University and to make their information available for research.

Records Authority

The University Archives of Lane Library, Armstrong State University is the official repository for the University's records. The records may be in various media such as paper, magnetic storage, film, or audio-visual recordings. The record form may be correspondence, memoranda, reports, newsletter, press releases, newspaper clippings, photographs, memorabilia or other formats.

Access

The records of the University Archives will be made available in accordance with the rules and regulations of the Armstrong State University and Lane Library. Appropriate Federal and State Laws govern the University in its policy. The Georgia Open Records Act has been amended to protect archival records in public institutions (O.C.G.A. 58-18-100-101.) Other policies of the University Archives related to its records are implicitly established in this procedure. In the absence of specific restrictions, and within the established guidelines, all materials in the University Archives will be opened to researchers on a non-discriminatory basis. Availability will be limited by the following:

1. Transferring Department's restrictions.

   Any restrictions the University office or department wishes to impose on the records they transfer to the Archives are spelled out in the transfer agreement. These restrictions are noted on the accession record.

   During the restricted period, the records will be made available to the department or office of origin and staff of the University Archives as necessary. Access to the records of the department will be permitted with written consent of the current official of the department or office whose records are sought.

2. Donor's Restrictions.

   Any restrictions the donor wishes to impose on the records are spelled out in the Gift Deed. These restrictions are noted on the accession record.

   During the restricted period, the records will be made available to the individual or organization of origin and staff of the University Archives as necessary. Access to the records of the department will be permitted with written consent of the individual whose records are sought.

3. Condition of Materials

   The University Archives reserves the right to deny access to unprocessed records. Also, researchers may be denied, restricted or required to utilize reproductions in lieu of original records, when the physical condition of such records might be endangered by use.

4. Reproduction of Materials and Copyright.

   In order to facilitate various aspects of research, the University Archives will provide reproductions of a reasonable amount of material, provided such copying is in consistent with donor instruction and copyright law. Reproductions will be made by Library/Archives personnel only. The method of reproduction is at the sole discretion of the University Archivist or his/her designated representative. The researcher is solely responsible for the use made of any material secured from the university and any infringement of copyright.

Date: August, 2000
Armstrong Policy Manual—Reference Service

Armstrong State University Archives and Special Collections
Reference Service Policies

Mission Statement:

The mission of the Armstrong Archives is to collect and preserve the materials that document the history of the University and make their information available for research.

Reference Service

Services provided by the University Archivist and Archives staff that assist researchers of the University Archives and Special Collections. These policies refer to use of unrestricted materials, see the Access Policy for policies concerning what material is available to researchers.

Research Aids

The University Archives will arrange and describe its holdings in finding aids, which are made available to researchers in the Reading Room, on the Library's web site and in national bibliographic utilities, such as OCLC. A brochure that briefly advertises the holdings, hours and contact information for the University Archives and Special Collections shall be made available to researchers and updated regularly.

Reference Service

Researchers may make reference inquiries of the University Archivist in person or through mail, telephone or electronic mail messages. Contact information is posted in the reading room, available in the brochure and on the library's web site. The level of reference service provided to such inquires will be decided by the Archivist, considering the nature question, staff time and giving priority to Armstrong staff, students and faculty. For example, one level of reference service is to research and transmit the information requested to the researcher. Another level of service is to provide the researcher with references to records from the Archives or collections that might answer their question and suggesting a visit to the Archives to use them.

Hours

The University Archives Reading Room will be open at least 4 hours per week. Hours will be posted and advertised. Use of the Archives can also be arranged by appointment with the University Archivist. The University Archivist will determine the number of hours per week the University Archives can be open, balancing the needs of researchers with the Archivist's workload. At the present time, the University Archives can not be staffed more than 15 hours per week during the semester.

Use

Before using the University's archival records for the first time, users must sign a research application agree to abide by The Rules for Use of the University Archives. The University Archives reserves the right to deny use of the materials at any time to any person who refuses to follow the rules or staff instructions. The stacks of the University Archives are closed. Users must request materials with a Request form and use the records in the Reading Room when a trained Archives staff member is present.

Reproduction of University Archives and Special Collections Materials

Copies are provided by the University Archives as a service to researchers for their private study and on a fee for service basis. Copies provided may not be further reproduced. In order to insure the careful handling of the records all photocopying is done by Archives staff. The University Archives may set limits on the amount of copying it will undertake. Factors to be weighed, in addition to staff time, include possible infringement on copyright and the fragile nature of the materials.

A Research Application must be approved before copying is permitted. A duplication request form must also be completed and approved by University Archivist.
Research Application

Name: __________________________________________________ Date: ________________

Local address: __________________________________________ Telephone: ________________

Permanent address: __________________________________________

Student status or occupation: ________________________________

Institutional Affiliation: __________________________________________

Subject of research (please be specific: included dates, proper names, etc.) ________________________________

How did you hear about our holdings? ________________________________

Purpose of research (check all that apply):

( ) Class assignment  ( ) M.A. Thesis  ( ) Family history
( ) Honors Paper/Senior Thesis  ( ) Ph.D. Dissertation  ( ) Local history
( ) Graduate/Seminar Paper  ( ) Exhibit  ( ) Pictorial research
( ) Armstrong history  ( ) Article  ( ) Personal Interest
( ) Administrative Use  ( ) Book  ( ) Other________________

Data from this form will be used to compile statistical and research topic summaries. We attempt to inform researchers of others with similar interests. Do you object to having your name and information about your research topic made available to others working in the same area? Yes ( ) No ( )

I HAVE READ, I UNDERSTAND, AND I AGREE TO ABIDE BY THE RULES ATTACHED.

Signature: ________________________________ Date: ________________________________
Rules Governing the Use of University Archival Records

Procedures for Requesting Materials

1. Researchers must complete and sign an application form once each Semester and must provide acceptable application identification (driver's license or photo I.D. card.) Mature researchers are permitted to use unrestricted material, which are arranged and processed for use. Pre-college researchers applications will be considered on a case by case basis.

2. Only paper and pencil can be used with the records. Purses, bags, and all other personal articles must be checked in with the staff. The University Archives reserves the right to inspect all research materials and personal articles before a person leaves the Reading Room.

3. All materials are housed in closed stacks. Archives materials may be requested by completing the request form. All archives materials must be used in the archives reading room. Return materials to staff before leaving reading room.

Care and Handling of Materials

4. Researchers are asked to handle the archival records carefully, maintaining the established order. Researchers should take one folder out of the box at a time. Do not remove records from folders. All materials must be kept in the order in which they are found in each folder. Please keep unbound material on the surface of the table during use. All folders must be kept in the order in which they are found in the box. Manuscripts or books may not be leaned on, written on, folded, traced over or handled in any way that may damage them.

6. The use of ink is strictly prohibited.

8. Tape recorders, personal computers may be used in the archives reading room provided that it does not disturb other researchers. Cases must be checked.

9. Smoking, eating and drinking are strictly prohibited in the Archives reading room.

Reproduction for Research Use

The University Archives will consider requests for limited reproduction of material when such duplication can be done without injury to the materials and when the duplication does not violate donor agreements or copyright law. Reproduction request forms must be completed and submitted to Archives staff. The Archives staff does all photocopying of the records.

Permission to Publish

Researchers should be aware the copyright law of the United States provides protection for unpublished materials as well as for published works. Permission must be obtained from copyright holder. It is the researcher's responsibility to secure that permission.

Citations

In citing materials form the University Archives, the form should be as follows: [Identification of the item and titles of the Record Group or Collection] University Archives and Special Collections, Lane Library, Armstrong Atlantic State University, Savannah GA.
Rules for the Use of University Archives

To safeguard the unique and valuable archival and manuscript material, researchers are requested to observe the following rules:

MATERIALS BOURGHT TO THE READING ROOM: Users must stow coats, books, briefcases, bags in the designated area in the Archives Reading Room.

REGISTRATION: Each user must fill out a research application on his/her first visit, and on succeeding visits when requested.

SMOKING, EATING AND DRINKING: are not permitted in the University Archives under any circumstances.

EQUIPMENT: Portable computers, photographic, video and audio equipment may be used with permission of the Archivist. Users are responsible for the security of the equipment and materials they bring to the Reading Room.

HANDLING OF MATERIALS: materials must be handled with care.

**DO**
1. Use only pencils and paper provided.
2. Keep unbound material on the surface of the table and in the folder during use

**DO NOT:**
1. mark on materials or erase existing marks;
2. use ink pens, felt-tipped pens, or similar writing instruments;
3. write notes on top of material;
4. fold, tear or cut documents;
5. make tracings or rubbings;
6. rest books or other objects on the surface of items;
7. touch the surface of loose sheets or book pages if they can be handled by their edges;
8. apply paper clips, fasteners, tape, post it notes or rubber bands.

MAINTAINING ORIGINAL ORDER: To safeguard the integrity of the archival documents, the original order must be maintained by:

1. Requesting only one record series/collection at a time and use no more than two boxes at a time.
2. Using one folder from a box at a time
3. Maintaining the existing order of material within each folder and box. If there is any doubt as to the order please notify Reading Room staff.

CIRCULATION: No material will circulate. Exceptions may be made for offices or persons requiring use of material they have transferred/donated to the Archives provided they have prior approval of the Archivist.

REPRODUCTION: Material may be photocopied in accordance with the limits of the copyright act and the Archives' policies. Users should submit a Duplication Request form. Archives staff will do all photocopying.

RESTRICTED MATERIALS: The use of certain documents may be restricted by statute or the office of origin/donor. For the protection of its holdings the Archives also reserves the right to restrict the use of materials which are not arranged or are in the process of being arranged, materials of exceptional value and fragile materials.

PUBLICATION: Permission from the Archives must be obtained before any unpublished documents can be published. In giving permission to copy, quote from, or publish the Archives does not surrender its own right to publish such material or grant permission to others to do so. The Researcher assumes full responsibility for use of material and for conformity to the laws of defamation, privacy, and copyright.

CITATION: In citing materials from the University Archives, the form should be as follows: [Identification of the item and titles of the Record Group or Collection] University Archives and Special Collections, Lane Library, Armstrong Atlantic State University, Savannah GA.
Request for Duplication

Name: _______________________________________________       Approved by_____  
Date: ____________________________________________________________________________

Address: ____________________________________________________________________________ Phone:________________________________________

Check one: Will call for _______________  Please charge and mail:_________

Charges: .10 per page for photocopying.  For mail orders, postage and $1 for handling.

Some photocopying request may require 24 hours or more for completion, such as: requests for more than 25 pages, documents that require special handling or requests placed after 4pm.

Fill in information for each item duplicated below. Place a marker on top of the document to be copied. But do not remove from folder.

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NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS:
The copyright law of the United States (Title 17 U.S.Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the copy is not to be "used for any purpose other than private study, scholarship or research." If a user requests a copy then later makes use the material in excess of "fair use" that use might be liable for copyright infringement.

Signed: _______________________________ Date: __________________________