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DATE: May 24, 2007

CATEGORY: Policy/Procedure

SUBJECT: Access to Archival Materials

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### **Policy on Access to Benedictine University Archives**

The Benedictine University Archives are stored in the Archives & Special Collections facility within the Benedictine University Library. The following policy and procedure is designed to maintain the security and integrity of these materials while providing access for their use by patrons.

#### **POLICY**

University archival records are defined as those being assigned a permanent location of University Archives by the File Management Retention Policy. The Library may seek to obtain other university material for inclusion in the archives as well. Records will be delivered to the Benedictine Library for storage in accordance with the policy on File Record Management. Such records will be maintained in the University Archives in perpetuity or until the mandated purge date, dependent on the type of record.

Access to archival records will be restricted to normal business hours (8:30 a.m. – 4:30 p.m.) Monday through Friday. Exceptions require approval from the Special Collections Librarian or the Director of Library Services. Advance notice of a need for access is recommended in order to ensure the availability of the Special Collections Librarian to provide the requested materials.

#### **PROCEDURE**

Faculty, administrators and staff are able to view materials held in the University Archives. Students and researchers may be able to view materials held in the University Archives as well. This includes records created by the university and its departments or personnel. However, access to some records may be restricted based on their level of sensitivity (i.e. records of specific financial transactions, admissions materials, student or personnel records that contain information of a personal nature). Items of this nature that reside in the University Archives location are not available for use except by the originating department or individual.

The Benedictine University Library does not actively collect university-generated materials that would be restricted based on their high level of sensitivity. Exceptions may be made for materials that are deemed to have historical significance or are of potentially high research value.

Archival materials are classified as non-circulating and may be viewed in the Archives & Special Collections reading room. Exceptions to this policy may be made on an individual basis as determined by the Special Collections Librarian or the Director of Library Services. Patrons using the collections are required to complete a user registration form.

Once accessioned, university records and other materials deposited in Archives & Special Collections typically cannot be returned to the originating office or individual unless the materials have been classified as “on loan” via an initial accession or deed of gift agreement. An exception to this policy would be if specific materials are selected by the Special Collections Librarian for de-accessioning, in which case the materials’ creator (originating department or individual) may be contacted for return of the items.

Approved by: Jack Fritts

Date: February 13, 2003