

MILLIGAN COLLEGE ARCHIVES AND SPECIAL COLLECTIONS POLICY GOVERNING THE USE OF MATERIALS

The Milligan College Archives and Special Collections serves as the official repository for historical and research documents, papers and manuscript collections, books, photographs, and materials produced by or about Milligan College and its administrators, faculty, staff, students, and alumni. The Archives and Special Collections strives to collect, preserve, and to make reasonably available such materials for use by researchers from the Milligan community and the broader outside community. The Policy Governing the Use of Materials is designed to outline limits for researchers to work within in order to best protect materials and provide ease of access for future use. The Policy will be revisited every year and be revised and/or amended as necessary.

PROCEDURES OF ACCESS

The Archives requests that any researcher able to come to campus for their research do so. The archivist is available from 1:00 to 5:00 Monday through Wednesday and Friday. Appointments can be made for other times or arrangements can be made to have materials placed on Reserve for use in the Library's Reference Room. Please email archives@milligan.edu or call (423)461-8695 to contact the Archives.

On-campus guidelines:

1. Each researcher must complete the "Research Request Form" for every research project. (Data from this form may be used for statistical and research topic summaries.)
2. Sign the guest register at each visit.
3. Leave all briefcases, book bags, purses, coats and other personal articles on the floor beneath the table in the Research Room. The staff reserves the right to inspect all research materials and personal articles before a patron leaves.
4. Researchers are permitted only in the Research Room; the work room is for staff only. The staff will retrieve materials needed. Materials placed on Reserve at the Library Front Desk may not be taken from the Reference Room.
5. We do not, at this time, charge researchers for copies of documents. The Archives reserves the right to institute such fees at a future time and will reflect these fees in its policies and guidelines. Materials taken off campus for duplication will have a charge of the cost of duplication.

Off-campus guidelines:

1. Each researcher should complete the "Research Request Form" for every research project. (Data from this form may be used for statistical and research topic summaries.) This form is available online at <http://www.milligan.edu/archives/policy2.htm> and can be sent to the Archives via postal service or as an email attachment.
2. Research requests can be submitted to the Archives via mail, email, telephone, etc. The Archives staff is happy to do a limited amount of research as a public service to researchers unable to come to campus. However, please be aware that the Archives has limited time resources and cannot undertake research projects requiring more than 3 hours. Further, the staff may not be able to give immediate attention to research requests; it may take a couple of days for the staff to respond to a request.
3. We do not, at this time, charge researchers for time spent researching, copies of documents, or mailing fees. The Archives reserves the right to institute such fees at a future time and will reflect these fees in its policies and guidelines. Materials taken off campus for duplication will have a charge of the cost of duplication.

CARE OF MATERIALS

1. Handle all materials with care. When handling certain materials, you may be requested to wear white cotton gloves provided by the staff.

2. You will be given only one box of materials, or one volume, etc. at a time, so the staff can keep materials in order.
3. Remove only one folder from a box at a time. Do not remove materials from the folders. Maintaining the exact order of material in a folder and folder within a box is of singular importance. Please speak to the archivist if you suspect materials are out of order; do not reorganize them yourself.
4. Use only pencils for note taking. Ink residue is potentially harmful to materials.
5. Do not mark materials with pencil or ink. Do not fold, “dog ear,” or otherwise mark or mar materials.
6. Return all materials to a staff member; do not leave them lying on a table.
7. No food, beverages, or tobacco are allowed in the Research Room.

DUPLICATION, PUBLICATION AND CITATION

1. Requests for limited reproduction of materials will be considered when such duplication can be done without injury to the material and/or does not violate donor agreements or copyright restrictions. Photocopying will be done by staff. **Permission to reproduce does not constitute permission to publish.** (See item 3 of this section.)
2. The Milligan College Archives and Special Collections will take all reasonable steps to reproduce materials when requested. However, it is not possible at this time to duplicate all media formats. There will be times when duplications cannot be provided.
3. Permission to publish from unpublished manuscripts or published works under copyright must first be obtained from the holder of the copyright. It is the researcher’s responsibility to secure that permission.
4. In citing materials from collections, the form should follow Chicago Manual of Style guidelines. For example:

For foot/endnotes: Identification of the item, date of the item, title of collection, Archives and Special Collections, P. H. Welshimer Memorial Library, Milligan College.

For bibliography: Identification of the collection. Archives and Special Collections, P. H. Welshimer Memorial Library, Milligan College.
5. In the event that this research becomes a source for publication, the Milligan College Archives and Special Collections requests a copy of the publication. If a copy is unavailable, please send us a bibliographical note.

RESTRICTIONS ON USE

1. The use of certain materials may be restricted by law, by the office of origin, or by the donor. For the protection of its collections, the Archives and Special Collections reserves the right to restrict access to records which are not arranged, are being processed, or are exceptionally valuable or fragile. In some cases copies may be substituted for the originals.
2. The Policy Governing the Use of Materials is set forth for the protection of the collection and to ensure equal access to researchers. The Archives and Special Collections reserves the right to refuse access to anyone it feels has violated this Policy.