

## **Special Collections and Archives**

### **Fayetteville State University**

#### **Procedures for Using the Collections**

The Department of Special Collections and Archives is open to all researchers who are subject to the procedures listed below. These procedures are derived from the concern for quality service; preservation and security of the collections; providing a professional environment for researchers; and compliance with university and library regulations. This department is responsible for the proper care and protection of collections and, for this reason; the following measures have been instituted:

1. Prospective users of Special Collections and Archives must sign the registration book and read this form before using the department's resources.
2. Restricted and unprocessed materials may be consulted only with the permission of the University Archivist.
3. Only sheets of paper, index cards or a laptop computer may be used in the reading area. Other items, such as brief cases, book bags, backpacks, tote bags, purses, camera bags, and computer bags must be placed in the storage lockers. Coats, umbrellas and other items that do not fit in a locker must be kept in the designated area. Only pencils are permitted when using collection materials; they can be obtained from a staff member.
4. As a courtesy to other researchers, cell phones must be set to silent/vibrate. Chesnutt Library policy forbids the use of cell phones within the library.
5. Eating and drinking are not permitted in Special Collections.
6. Digital cameras can be used but scanning equipment is not permitted.
7. Collections are housed in closed stacks and many be used only in the reading area. After you make your requests, staff will retrieve the material. All archival material must be handled carefully. In handling either photographs or photographic negatives, you must wear gloves provided by the reference staff. Handle any photographic image by the edges.
8. Remove only one folder of material from a box at a time. Do not remove or rearrange material from their position within the file folder. Maintain the order and arrangement of unbound materials. Only one box or five books may be used at a time. Return folders and items in the same order they were received.
9. Materials must be left on the tables when they are being used. Do not lay books or other heavy objects on archival materials. Also, do not add or erase marks on these materials or write on paper that is laid on top of archival materials.
10. Do not open uncut leaves or book pages. Mark your place in books or folders with clean sheet of paper or a strip. Never place an open book face down.

## **Duplication of Materials**

1. Photocopies of archival material will be provided when there is no risk of damage to the original items. Staff members are available for guidance on all photocopy issues and ensure that requests are accurate. Please do not remove items from the collection for photocopying purposes. This procedure will be performed by a member of the staff.
2. We can also scan items provided that their physical condition permits doing so. Please consult with a staff member for further information.
3. Researchers are responsible for compliance with copyright laws.

## **Personal Belongings**

To help ensure the preservation of our collections, patrons are permitted to bring only paper, pencils (no pens) and laptops into the reading area. Staff members will provide paper and pencils upon request. Patrons will be provided with a place to store backpacks, binders, jackets and other personal items.

## **Rules for Handling Archival Materials**

Our collections are housed in closed stack area. Requested materials will be brought to the researcher by a staff member. Collection materials must never be removed from the reading area.

## **Maintain order**

Collection arrangement is important to facilitate the research of future patrons. Therefore, please follow these rules to help maintain the arrangement of collections:

1. Remove only one folder from a box at a time.
2. Use a strip of paper to hold your place in the box.
3. Turn the documents in the folder as if they were pages in a book.

## **Handle with care**

Researchers must adhere to the following procedures when handling archival materials:

1. Be sure that your hands are clean and dry before handling documents.
2. Historical photographs and other vulnerable items must be handled with gloves which will be provided by the staff.
3. Keep folders flat on the table. Do not place documents in your lap or propped up against the edge of the table.
4. Turn pages slowly and carefully, touching only the margins if possible to prevent soiling the surface of the paper.
5. Do not lean on or put undue pressure on documents. Do not put pages of note paper, note cards, or other objects on top of original material to take notes.
6. Do not use post-it notes, fold pages, trace, add or erase markings on items.