

# Policies Governing Use of Collections

## Archives and Special Collections // Riley-Hickingbotham Library

### General Provisions

Archives and Special Collections (hereinafter referred to as “Archives”) is the institution’s official archives, responsible for collecting, preserving and providing access to collections of unique materials that require special care. Special Collections also serves as the official repository for the Clark County Historical Association and the Arkansas Baptist State Convention. All three major divisions contain resources concerning persons and events significant to that entity’s past.

### Source of Acquisition

The Archives may acquire records, manuscripts, secondary source material, artifacts, and other material (collectively “material”) by salvage, donation, gift bequest, purchase, or transfer.

### Material Loan

The Archives does not lend material to individuals. The archives may lend materials to University Offices or to institutions for specific purposes, such as exhibitions, for specific periods of time. Museums loaning materials must meet professional standards of collections care and management. Loans to University Offices are made at the discretion of the Archivist, and will be dependent on the use and period of the loan.

### Facility & Security

The Archives is open to the public. See our [hours and holiday schedule](#) when planning a visit. All patrons are requested to pursue their research in a quiet and orderly manner. Cell phone conversations should be conducted outside the research room. Food and beverages are not permitted in the research room. Researchers will be asked to stow large bags, briefcases, and book bags in a designated area before accessing collection materials. Researchers may bring in pencils, loose paper, and approved electronic storage devices (laptops, tablets) for note taking. All belongings are subject to search before patron leave the archives. Upon arriving in the Archives, researchers will be asked to sign the visitor log and provide their contact information.

## **Access to Materials**

The Archives is non-circulating. Researchers may not check out or loan materials. Researchers are encouraged to consult available finding aids and the Archivist before undertaking research in the collections.

The Archives allows access to and use of materials only in a controlled manner that protects the physical and intellectual integrity of the collections. The Archivist reserves the right to restrict or deny access to prevent deterioration, potential damage, mutilation, loss, or mislocation of material. In cases where materials are restricted for their protection, the Archives will provide a copy of the materials for inspection and study.

Researchers may retrieve for themselves any materials (books or microfilm) available in the research room. Books may only be used in the Archives research room. Microfilm may be taken to the digital microfilm readers in Periodicals for viewing. Researchers should take only one reel of film at a time, and should return each reel to the Archivist before borrowing another. *Researchers are asked to not reshelve books and microfilm so that an accurate count of materials used each day may be made by the Archives staff.*

Archival materials will be retrieved by Archives staff or student assistants and may only be used in the research room. Researchers may be provided with one box or one folder of materials at a time at the discretion of the Archivist and dependent on the nature and condition of the materials.

## **Materials Handling**

Archives staff will instruct patrons on handling of archival collections, and may provide gloves for handling some materials. All materials from manuscript collections must be handled and used with the greatest care. Documents must lie flat on the table while being examined. No marks of any kind are to be made on documents, and no documents are to be creased or folded in any manner other than in which it is normally shelved. Access may be limited to transcripts, microfilm, or photocopies only of especially fragile or valuable documents.

Archives staff will at all times oversee researcher's use of manuscript materials. Materials may be subject to checking by a staff member. Before leaving the reading room, researchers may be asked to submit notes and other papers for examination.

Researchers are required to preserve the exact order of all documents in each folder or container made available to them.

## **Copying of Collections**

The archives can provide copies, scans and digital reproductions of collection material at a nominal cost for researchers. Onsite researchers are permitted to take photographs of collection materials with cameras. The use of handheld scanning devices is allowable only with permission from the Archivist.

## **Offsite Researcher Services**

Researchers may order copies by completing the appropriate form and advancing payment of the total cost.

The Archives reserves the right to refuse a copy order if that order violates copyright law, creates a conservation concern, or violates a donor agreement regarding copying.

Requests for extensive copying cannot be accommodated. No more than 10% of a manuscript collection or copyrighted book will be reproduced for a researcher during a visit.

The Archives is unable to engage in extensive research for offsite patrons. Researchers requiring in-depth research and who are not able to visit in person are encouraged to contact the [Arkansas Historical Association](#) or the [Arkansas Genealogical Society](#) and inquire about research-for-hire.

## **Permission to Publish**

Researchers assume all responsibility for abiding by the provisions of the Copyright Law. Neither receiving access to, nor copies of, materials in a collection conveys or implies conveyance of the right to publish such materials or to quote extensively from them in publication.

## **Citing of Collections**

Persons, agencies, and firms reprinting, circulating, or otherwise utilizing copies of archival materials are required to acknowledge the source of such materials with a credit line naming the source and collection used, as well as Archives and Special Collections, Riley-Hickingbotham Library, Ouachita Baptist University. Submission of one copy of each publication that utilizes material from the Archives is required.