

The Helsabeck Archives of the Stone-Campbell Movement  
Emmanuel Christian Seminary Library  
Milligan College

## **USE OF MATERIALS POLICY**

The Helsabeck Archives preserves both the history of the Stone-Campbell Movement, specifically the Christian Churches/Churches of Christ (also known as the Four C's or the Independent Christian Churches) as well as the history of the Emmanuel Christian Seminary at Milligan College. The Helsabeck Archives provides access to primary source materials produced or about ECS and its administrators, faculty, staff, students, and alumni as well as Stone-Campbell Movement luminaries. The Helsabeck Archives strives to collect materials of ECS history and of the Stone-Campbell Movement and preserves these materials for long-term access. The Use of Materials Policy outlines preservation and access guidelines to ensure proper handling of archival materials.

### **Archive Access**

**For research inquiries and archive access**, please contact David Kiger, Theological Librarian and Assistant Director of Librarian Services at the Seminary Library. Archive access is available by appointment only.

**David Kiger**

**Theological Librarian and Assistant Director of Library Services**

Emmanuel Christian Seminary Library at Milligan College

Phone: 423-461-1541

Email: [dwkiger@milligan.edu](mailto:dwkiger@milligan.edu)

**For other inquiries**, please contact Katherine Banks, College Archivist.

**Katherine Banks**

**Information Resources Librarian and College Archivist**

P.H. Welshimer Memorial Library

Phone: 423-461-8901

Email: [knbanks@milligan.edu](mailto:knbanks@milligan.edu)

### **Use of Materials**

**REGISTRATION:** All users must complete and sign a User Registration Form at the time of their research visit. (Data from this form may be used for statistical and research topic summaries).

**ACCESS TO MATERIAL:** Permission to use records normally will be granted to any researcher upon completion of the User Registration Form. However, the use of certain records is restricted by statute, by the office of origin, or by the donor/s. The Helsabeck Archives also

reserves the right to restrict the use of records which are unprocessed, records of exceptional value and fragile records.

**CIRCULATION OF MATERIAL:** Materials must only be used in the Research Room. Materials do not circulate.

**RULES FOR USE OF THE MATERIAL:**

1. All books, briefcases, packages, backpacks, coats, hats, umbrellas, etc. must be stored on the floor or designated space in the Research Room. The staff reserves the right to inspect all research materials and personal articles before a patron leaves.
2. Only paper, pencils, and laptop/tablet may be used on the table in the Research Room; carrying cases, pens, binders, and folders are not allowed on the table.
3. Researchers are permitted only in the Research Room; the work room is for staff only. The staff will retrieve materials needed.
4. Researchers must maintain the documents in the order they are received. Do not remove documents from their folders for the purpose of photoduplication or any other purpose (a staff member will explain how materials should be flagged for photoduplication purposes.)
5. Please read the below section on Archive Service Fees.

**CARE OF MATERIALS:** The researcher is responsible for the careful handling of all archival materials made available. Archival materials are to be maintained in the order in which they are received by the researcher. If any material is discovered out of order, please notify the staff member on duty; do not rearrange papers. Books, photographs and other materials should not be leaned on, written on, folded, traced over, or handled in any way that may damage them.

## ARCHIVE SERVICE FEES POLICY

The following archive service fees apply to all non-Milligan users. Milligan faculty, staff, students, and alumni are exempt from archive service fees, with the exception of commercial use. Commercial use fees are waived for Milligan College projects.

**Photocopies:**

Photocopies are completed by staff only	\$0.50 per page
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**Digital scans:**

<b>Photographs</b>	
400 dpi JPEG scan	\$2.00 per image
600 dpi TIFF scan	\$3.00 per image

Scans higher than 600 dpi TIFF	\$10.00 per image
<b>Slides</b>	
1200 dpi and higher JPEG/TIFF scan	\$3.00 per slide
<b>Documents/Manuscripts</b>	
400 dpi PDF/JPEG scan	\$3.00 per page
600 dpi TIFF scan	\$4.00 per page
Scans higher than 600 dpi TIFF	\$10.00 per page
<a href="#">MCStor</a> JPEG images may be downloaded at no cost. TIFF scans are subject to an archive service fee.	

### Audio/Video:

<b>Cassette Tape Duplication</b>	
Cassette Tape to CD	\$20.00 service fee + \$5.00 per disk
<b>VHS Duplication</b>	
VHS to DVD	\$20.00 service fee + \$5.00 per disk
<b>Vinyl Duplication</b>	
Vinyl to CD	\$20.00 service fee + \$5.00 per disk

### Commercial Use:

\$50.00 per image
\$100.00 per audio/video clip

**PERMISSION TO PUBLISH:** All materials in the Helsabeck Archives, except those on temporary or permanent loan, are the property of Milligan College. Permission to publish from unpublished manuscripts or published works under copyright must first be obtained from the holder of copyright. It is the researcher’s responsibility to secure that permission. The Helsabeck Archives does not assume any responsibility for infringement of copyrights held by others.

**CITATION:** When citing documents from this office in published and unpublished papers, this repository must be cited as “The Helsabeck Archives of the Stone-Campbell Movement, Emmanuel Christian Seminary Library, Milligan College, TN.”

**Delivery options:**

Electronic delivery	Free
USPS Mail - Files saved on CD/DVD	(Contingent to actual shipping cost)
USPS Mail - Photocopies	(Contingent to actual shipping cost)

Make checks out to: The Helsabeck Archives

Mail checks to: The Helsabeck Archives of the Stone-Campbell Movement  
Emmanuel Christian Seminary at Milligan College  
1 Walker Drive  
Johnson City, TN 37601

Have a question? Contact: Katherine Banks, College Archivist  
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Email: [knbanks@milligan.edu](mailto:knbanks@milligan.edu)