

The Holloway Archives
P.H. Welshimer Memorial Library
Milligan College
USE OF MATERIALS POLICY

The Holloway Archives at Milligan College serves as the official repository for historical and research documents, papers, manuscripts, books, photographs, and materials produced by or about Milligan College and its administrators, faculty, staff, students, and alumni. The Holloway Archives strives to collect and preserve materials for institutional history and memory. The Use of Materials Policy outlines preservation and access guidelines to ensure proper handling of archival materials.

Archive Access

Archive access is available by appointment only. Please contact:

Katherine Banks

Information Resources Librarian and College Archivist

P.H. Welshimer Memorial Library

Phone: 423-461-8901

Email: 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 Holloway 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:

Photographs	
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
Slides	
1200 dpi and higher JPEG/TIFF scan	\$3.00 per slide
Documents/Manuscripts	
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
MCStor JPEG images may be downloaded at no cost. TIFF scans are subject to an archive service fee.	

Audio/Video:

Cassette Tape Duplication	
Cassette Tape to CD	\$20.00 service fee + \$5.00 per disk
VHS Duplication	
VHS to DVD	\$20.00 service fee + \$5.00 per disk
Vinyl Duplication	
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 Holloway Archives at Milligan College, 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 Holloway 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 Holloway Archives at Milligan College, P.H. Welshimer Memorial 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 Holloway Archives

Mail checks to: The Holloway Archives
P. H. Welshimer Memorial Library
200 Blowers Blvd.
Milligan College, TN 37682

Have a question? Contact: Katherine Banks, College Archivist
Phone: 423.461.8901
Email: knbanks@milligan.edu