

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

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. 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

Phone: 423-461-1541

Email: dwkiger@milligan.edu

For other inquiries, please contact Katherine Banks, University Archivist.

Katherine Banks

University Archivist & Information Resources Librarian

P.H. Welshimer Memorial Library

Phone: 423-461-8901

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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.