

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

The Holloway Archives at Milligan University serves as the official repository for historical and research documents, papers, manuscripts, books, photographs, and materials produced by or about Milligan University 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

University Archivist & Information Resources Librarian

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.