

MILLIGAN COLLEGE ARCHIVES AND SPECIAL COLLECTIONS

USE OF MATERIALS POLICY

The Milligan College Archives and Special Collections 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 Milligan College Archives and Special Collections strives to collect and preserve materials for institutional history and memory. The Use of Materials Policy outlines procedures for use of archival materials in order to best protect collections and to ensure access.

Archive Access

For Archive access, researchers must schedule an appointment with the College Archivist. Please contact Lindsay Kenderes at lrkenderes@milligan.edu or call 423.461.8901 to schedule your research visit.

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 Milligan College Archives and Special Collections also reserves the right to restrict the use of records which are unprocessed, records of exceptional value and fragile records.

CIRCULATION OF MATERIAL: Material 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; laptop computers/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 for Service Fees.

SERVICE FEES:

Scanning and Photocopying Services

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| Milligan College faculty, staff, students and alumni | No Charge | |
| Visiting and off-site researchers | No Charge for copies less than 10 pages. Copies 11+ pages are \$0.20 per page. | An additional \$3.00 per order if copies are mailed. |

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.

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RECOMMENDED CITATION: When citing documents from this office in published and unpublished papers, this repository should be cited as "Archives and Special Collections, P. H. Welshimer Memorial Library, Milligan College."