

# **VALDOSTA STATE UNIVERSITY**

## **ARCHIVES USAGE POLICY**

These procedures are designed to ensure the security and preservation of the Archives materials so that they will be available for future use.

### **Hours**

The holdings of the Valdosta State University Archives are available for reference use during posted hours. Currently the hours are: Monday-Thursday, 9 a.m.-4 p.m.; Friday, 9 a.m.-3 p.m.; and by appointment. To make an appointment, contact the Archives Librarian, Deborah Davis, at (229) 259-7756 or dsdavis@valdosta.edu.

### **Special Arrangements**

Special arrangements for the use of Archives materials are made on a case-by-case basis. If you need an appointment we can accommodate other hours. Faculty members who send their classes to use Archives materials should first contact the Archives Librarian to determine if special arrangements for use will be needed. We will teach Archives orientation to classes as needed, if requested.

### **Email, Phone and Fax Reference Questions:**

VSU Archives welcomes requests received via phone, fax, or email. We will respond in a timely manner to these off-site requests. Within 3-5 business days, the archivist will reply to the requester with either an answer (if question is of the "ready reference," quick answer type) or an assessment of our materials' relevance to the question and an estimate of the time necessary to answer the question. Costs of reproducing materials will be borne by the requester.

### **Archives Registration**

All researchers are asked to sign the register upon entering the Archives. If a researcher needs Archives materials or rare books, he/she will be asked to fill out a Research Application to record his/her contact information and usage guidelines. This form will be held on file in the Archives and renewed annually.

### **Personal Belongings**

All personal belongings such as coats, jackets, bookbags, etc. will be placed in lockers while using the archives. A lock is available upon request.

## Handling and Care of Materials

1. The researcher must accept the responsibility for careful handling of all materials used.
2. Archives is not a browsing collection. Requested items will be retrieved for use by the Archives staff.
3. Researchers may be limited in the amount of material received at one time.
4. The researcher must maintain the existing order and arrangement of the papers. If a mistake in arrangement is discovered, the researcher is asked to not correct the mistake but to please notify the Archives staff.
5. Archives materials may not be written on, folded, traced over, or handled in any way, which may cause damage. Loose sheets, book pages, and photographs must be handled by their edges to avoid soiling the surface of the pages.
6. Only one folder may be removed from a box at a time. Items are not to be removed from the folder.
7. Use of ink is prohibited. Pencils only must be used for note taking. Pencils will be provided by the Archives staff.
8. Tape recorders, typewriters, and personal computers may be used in the Archives as long as sufficient electrical outlets are available and such use does not disturb other researchers.
9. Smoking, eating, and drinking are prohibited in Archives.
10. Documents and volumes must lie flat on the table. They are not to be placed in the lap or propped against the edge of the table.
11. The Archives staff reserves the right to examine research materials, personal notes, and personal belongings at any time.
12. Mutilation, destruction, and theft of Archives materials are subject to prosecution.

## Circulation

University Archives materials and rare books **do not** circulate. Some Special Collections materials circulate; ask the Archives staff for details.

## Reproduction for Research Use

1. Photocopying of materials is permitted when such duplication can be done without injury to the materials and when duplication does not violate donor agreements or copyright law. Materials deemed fragile by the staff will not be photocopied.
2. Most photocopying and scanning will be done on the fourth floor by Archives staff for a small fee. However, some materials may be copied by patrons in the library, depending on the rarity and condition of the materials. In this event, only one item may be taken from the Archives at a time for photocopying in the library. The researcher must leave identification--either a driver's license or VSU ID--with Archives staff before removing material for photocopying.
3. Arrangements can be made to have photographs copied through the Archives, Odum Library's Media Center, or a local photographer. Prices will vary according to the size, finish, and color desired. To review the Media Center's services and fees, visit <http://books.valdosta.edu/media/services.html>. The researcher may also bring his or her own photographic equipment and make his/her own photographs.
4. Permission to reproduce does not constitute permission to publish.

## Permission to Publish

Researchers should be aware that the copyright law of the United States (Title 17, USC) provides protection for unpublished materials as well as for published works. Permission to publish from or quote from previously unpublished manuscripts or from published items under copyright must first be obtained from the copyright holder. It is the researcher's responsibility to secure that permission. For original manuscript materials, the permission of the Archives Department, as owner of the originals, is also required. In most instances, this department does not hold the copyright to materials in its collections.

## More on Copyright

Visit UGA's Hargrett Library's site for excellent information regarding copyright law and how long works remain in copyright: <http://www.libs.uga.edu/hargrett/resources/permission.html>.

## Proper Citation Format

Archival materials are unique and rarely cataloged to the item level, which can make bibliographic citations tricky. The format for citations will vary depending on the style manual used, such as Modern Language Association (MLA) or American Psychological Association (APA). This section should help users correctly identify the proper elements needed in order to correctly cite materials used in the VSU Archives.

### Manuscripts:

[item], [folder title], [series title (if any)], [collection name and number], Archives & Special Collections, Valdosta State University, Valdosta, Ga.

Example:

Magazine article on Lamar Dodd (signed by Dodd), Lamar Dodd, 1949, Personal/Biographical Papers, Reade Papers, UA 2-1-3, Archives & Special Collections, Valdosta State University, Valdosta, Ga.

### Photograph Captions:

[description of image], [identification number or name], [collection name], Archives & Special Collections, Valdosta State University, Valdosta, Ga.

Example: *pending due to decisions about our photo collection—see Archives Librarian for assistance.*

### Web Site:

Valdosta State University Archives, Janice Daugharty Collection Online Display. Retrieved February 18, 2004, from Valdosta State University, Janice Daugharty Collection (MS-22) Web site:  
[http://books.valdosta.edu./arch/slideshow/new\\_janice/](http://books.valdosta.edu./arch/slideshow/new_janice/)

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