

## Joyner Library Procedure Manual

300.10.70

**Subject:** Circulation Procedure: University Archives

**Title:** University Archives

**Operational Procedure - Date Adopted by the Library Services Faculty: December 1, 1988**

**Administrative Procedure - Date Issued by Administration:**

**Date Revised: November 5, 1992, December 3, 2020**

The University Archives within the Special Collections Division maintains and stores the permanent records of the university.

Physical records housed in this collection are restricted to use in the Research Room. Any exceptions to this procedure are the responsibility of the University Archivist. Patrons may take photographs of materials with a handheld camera or cell phone unless the materials are subject to restrictions. Patrons may also scan materials using the scanner in the Research Room after checking with a staff member to make sure this will be safe for the materials. For remote patrons, staff will make scans of reasonable quantities of materials that are free from restrictions and will not be damaged by scanning.