

SOUTH GEORGIA STATE COLLEGE
ARCHIVES AND SPECIAL COLLECTIONS
USER POLICY AND GUIDELINES

Purpose

This policy is designed to ensure the security and preservation of archival and special collection materials so that they will be available for future use.

Access

The South Georgia State College Archives and Special Collections materials are available to SGSC faculty, staff, students, the community and other researchers.

Materials in the SGSC Archives and Special Collections do not circulate nor will they be sent off-site through Interlibrary-Loan or GIL Express. They must be used on-site inside the respective library by making an appointment with archival staff.

Archives Registration

All researchers are asked to fill out a User Agreement form and provide valid photo identification before gaining access to archival material. When archival and special collection materials are retrieved for a library user, the staff member will record the title and other identifying numbers, the date and time, and the user's name. The User Agreement will be held on file in Archives and Special Collections. [Researchers must also sign the guest book.]

Regulations:

- Coats, briefcases, bags, purses and other bulky personal items are not permitted in the research area. Researchers are permitted to bring their laptop computers into the archives. Phones are not permitted.
- Pencils must be used at all times. Pens are not permitted in the Archives.
- Smoking, eating and drinking are prohibited in the repository and/or assigned reading location.
- All archival materials must be handled carefully. In most cases clean hands free of lotions or perfumes are sufficient for handling materials. If gloves are necessary for handling objects or photographs in order to protect the materials from the oils and other residues left by hands, the archives will provide gloves.
- Use only one folder at a time and keep papers in the original order in which it was received. Do not rearrange any materials.
- In some cases, the fragility of the originals may necessitate a microfilm, photograph or photocopy surrogate for patron use.
- No materials may be removed from the research area.

- Collections may be unavailable for research due to: incomplete organization or description; possible violation of right to privacy of living authors or correspondents; or SGSC's reservation of first rights to publication of current projects.
- It is the responsibility of the researcher or user to obtain copyright clearance to publish, reproduce or distribute archival material.

Your compliance will help us preserve our collections for future use. Thank you for your cooperation.

Reproduction of Archives Collections

Permission to examine manuscript material does not automatically include the right to photocopy. South Georgia State College Archives and Special Collections may decline a request for photocopies because the materials are oversize, too fragile or fall outside the "fair use" standard. All photocopies must be made by archives or library staff.

The researcher may request scans of photographs from archival collections but must consult with archival staff. Limitations may apply.

Prepayment for photocopy and photographic services is required for all orders. All patrons must pay \$.10 per page for black and white copies. Oversized papers may incur a higher cost. Color is only available for scanning.

Researchers are not permitted to use digital scanners or cameras for items in archival collections. Consult archival staff for AV material viewing and limitations on reproduction.

Hours

Access to Archives and Special Collections is generally available during the library's open hours Monday-Friday by appointment only. Contact the library or consult Hours tab on the website to see current operational hours. To make an appointment, contact the Technical Services Assistant at (912)260-4329 / e-mail Yolanda.Crosby@sgsc.edu for the Douglas Campus or Janice Williams (912)449-7519 / e-mail Janice.Williams@sgsc.edu on the Waycross Campus.

Email, Phone, and Chat Reference Questions

The South Georgia State College Archives and Special Collections welcomes requests via e-mail, phone or chat. We will respond in a timely manner to off-site requests.