

PALMER COLLEGE OF CHIROPRACTIC  
DIVISION OF ACADEMIC AFFAIRS  
DAVID D. PALMER HEALTH SCIENCES LIBRARY  
DEPARTMENT OF SPECIAL SERVICES

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Title: Entry Into and Use of College Archives  
Policy Number: SS-02

Date Developed: 08/20/80  
Date Revised: 03/01/89  
Date Revised: 06/19/96  
Date Revised: 05/06/2009

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The purpose of College Archives is two-fold:

- First, to preserve the permanent, non-current records of the College.
- Second, to make these records available to the originating departments.

The stacks are closed. All guests will register. A Special Services staff member will perform a reference interview, retrieve requested material, and bring the material to the patron. Requests for material may also be made via telephone or e-mail.

#### **Restrictions on Use**

- College Archive material may only be used by members from the originating department. All other requests for access must be approved in writing by the applicable department head or by the College President.
- All College Archive material must be used in the Special Services Reading room, when possible, and all regular rules of the Special Services Reading room must be observed. Each College Archive user must register.
- Each College Archive user must complete an "Archives Use Application" form to establish his/her identity, and to assist the Special Services staff in locating the needed College Archive material. (Data from this form may be used for statistical and research topic summaries).
- All College Archive materials are housed in closed stacks. A Special Services staff member will perform the reference interview, retrieve the requested material and bring them to the patron.
- The College Archive patron is responsible for returning all material to the staff member. Whenever possible, photocopies of College Archive materials will be made, so that the originals remain in Special Services. Special Services staff are available to perform photocopying for patrons.

#### **Care of Material**

- Only pencils and paper are to be used with archives material. Pens and other accessories must be left in the designated storage area.
- All materials must be handled with care. Marks may neither be added nor erased. Loose sheets and volume pages should be handled by their edges. All photographs will be handles with gloves. Materials may not be leaned on, written on, folded, or handled in any way likely to damage them.
- 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 a staff member. Do not rearrange papers.