

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

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

Records housed in this collection are restricted to use in the departmental search room (Room 115, Joyner Library). Any exceptions to this procedure are the responsibility of the University Archivist. Photocopies can be made at patron expense for reasonable quantities of items that are free from restrictions and/or will not be damaged by copying.

Semicurrent records, maintained in the University Records Center, may only be used by the staff of the office of origin. These records are charged out only to that office as the need arises.