SPelman College Archives

Rules for Use of Archival Materials

Positive identification is required of all prospective researchers. This includes institutional identification card, driver's license or passport.

All briefcases, binders, packages, notebooks, coats, computer or iPad cases, purses, and backpacks must be stored in the lockers located in the Archives.

Food and drink is prohibited in the Archives. Smoking is not permitted anywhere in the building. Please step outside the Archives reading room to make or receive phone calls.

The use of ink pens are prohibited in the Archives. Pencils, computers, cell phones, iPads, or recording devices may be used for taking notes. Scanners are not permitted. Researchers wishing to photograph unrestricted collection material must sign a Personal Camera Use Policy.

All materials are to be used only in the Reading Room.

Use only one box at a time. Remove only one folder from a box at a time. Use Out Cards available in the reading room to mark where the folder was removed within the box. Do not remove staplers or paper clips from the items. Do not fold, write on, or otherwise damage the papers. Please keep documents and bound volumes flat on the table. Please do not place items (i.e. laptops, books, on top of materials).

Please do not re-organize materials within collections. The exact order and arrangement of the materials in the collections must be maintained. If a mistake is discovered, please alert a staff member. Please ensure all sheets are straight and that no page edges protrude from the folder before returning the folder to the box.

In order to protect the integrity of the collections in the Archives, there is a strict policy against bulk copying. Not more than ten percent (10%) of the entirety of a collection can be copied for use by a researcher. Material copied for researchers should be retained, destroyed or returned to Spelman College.

The use of manuscript, photographs, audio and video recordings, and other materials are protected by Federal Copyright Law (Title 17, U.S. Code). Photocopies and other forms of duplication are permitted at the discretion of the Archives.

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In citing, please use the full name of the collection and of the Archives. Example: The Sophia B. Packard Collection, Box 1, Folder 1, Spelman College Archives. In the event that this research becomes a source for publication, the Archives requests a copy of the publication.

Failure to comply with these rules may result in refused access to material and to the Archives. Theft or mutilation of the holdings is a crime that may be prosecuted.