

The Archives at Alfred University

University Archives, Herrick Library

NYS College of Ceramics Archives, Scholes Library

Alfred, New York

General statement on access to original research materials

- 1) The Archives at Alfred University, housed in Herrick Library and Scholes Library, accepts the responsibility to make available original research materials in its possession on equal terms of access.
- 2) Staff members are available for assistance but may not be able to do extended research for patrons.
- 3) Any restrictions on use of fragile materials and copyrighted or sensitive information will be made available to researchers at the beginning of their use.
- 4) The Archives will not loan out research materials except by special arrangement and permission.
- 5) Access to unprocessed materials by researchers may not be possible.
- 6) Acceptable identification may be reasonably required of persons wishing to use archival materials, as well as a signature indicating they have read a statement defining the policies and regulations of the area.
- 7) The Archives reserves the right to refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material.
- 8) Suggested forms of citation crediting the Archives and identifying items within its holdings for later reference will be made available. The Archives will also furnish similar help in obtaining literary rights, handling copyrighted material, and information about parallel research being done by others.
- 9) Donors will be discouraged from imposing unreasonable restrictions about use of materials and will be encouraged to include specific time limitations on any restrictions.
- 10) While there is no fee for accessing materials in the collection, there may be charges for copying, scanning or any other special service.