

Archives Visitor Policy

Policy Name: Archives Visitor Policy

Approval Authority: President

Interpreting and Implementing Authority: Archivist

Effective: August 2021

Last Revised: May 26, 2021

Next Review Date: 5 years from last revised date

Policy Statement

Given the rich history of Wesleyan College, our archival collections are rare and unique, and the guidelines and rules will best preserve these materials to ensure that researchers can continue to use them for years to come.

Entities Affected by the Policy

This policy affects all Wesleyan College faculty, staff, and students, and all off-campus visitors and researchers.

Policy Details

The Wesleyan College Archives is open for appointments, but reading room and museum hours may vary by semester. The Archives is available for Wesleyan College students, faculty, and staff, as well as off-campus researchers. Please make an appointment for research at least 2 days in advance.

All users must fill out a research application, and provide a picture ID when they sign in to the reading room. When you arrive, you will be asked to put all bags, coats, and other personal belongings in a locker located outside of the reading room. All researchers, including Wesleyan students, faculty, and staff, must fill out a new form every academic year.

Quick Facts

- The Wesleyan College Archives Reading Room provides secure space for researchers to work with archival materials
- Any one may do research with our materials, but only in the reading room
- Items in the Wesleyan College Archives and Special Collections do not get checked out; they must be used only in the reading room
- All researchers must comply with the registration application and policies

Policies

- Researchers must only write in pencil; no ink of any kind is permitted
- Researchers must take phone calls outside of the library
- All personal items must be kept in a locker located outside of the reading room; this includes any bags, coats, and umbrellas
- No food, drink, gum, or candy allowed in the reading room
- The reading room is for special collections research only, not for study
- Researchers may bring in laptops or tablets
- Digital cameras may be used without flash
- No material may be removed from the reading room and must remain on the surface of the table

- Archival material and other items circulate one at a time, and archival arrangement must be maintained at all times
- During high-use periods (finals week and the week leading up to finals), access is limited. Non-Wesleyan College researchers must plan visits in advance

Responsibilities

The Archivist will be responsible for adherence to the policy.

Violations of the Policy

Any one violating the policy will be asked to leave the Archives.

Interpreting and Implementing Authority

The Archivist will be responsible for interpreting and implementing the policy.