



St. Cloud State University Archives Access and Use Policy

Purpose:

The purpose of this policy is to inform patrons how to access and use records in University Archives and to ensure that archival materials survive to be used in the future, without unnecessarily impeding present use. The policy is designed to cover the most common situations arising during archival research. Researchers with special requests are encouraged to discuss those requests with University Archives' staff, whom will accommodate those requests whenever possible.

All records created by St. Cloud State University and contained within University Archives, whether processed or not, are **accessible** under state of Minnesota law unless where noted.

Definitions:

Record:

State of Minnesota ([Minn. Stat. 138.17](#)):

Cards, correspondence, disks, maps, memoranda, microfilms, papers, photographs, recordings, reports, tapes, writings, optical disks, other data, information, or documentary material, regardless of physical form or characteristics, storage media or conditions of use, made or received by an officer or agency of the state and an officer or agency of a county, city, town, school district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer or agency.

All records created by administrators, faculty, and staff are considered the property of St. Cloud State University. St. Cloud State University owns the literary copyright to all administrative material generated by individuals in the course of their employment with the university.

Access:

Permission to locate and consult materials within legally established restrictions of privacy, confidentiality, and security clearance.

Use:

The expected behavior of patrons who physically visit University Archives to view material.

Policy:

Access and Use Restrictions

The access to and use of university records are governed by state of Minnesota laws (Minn. Stat. [13](#), [15.17](#), and [138.17](#)) and federal laws, including FERPA, which restricts certain student and employee information. For further details, please ask University Archives' staff.

The private information of SCSU students and employees may on occasion be found in Archive records in unexpected places. The patron must notify University Archives' staff when such information is found and agree not to disclose this information under any circumstances.

Archive files and folders containing the private information of SCSU students and employees may be accessed under a limited circumstances:

- When private information is removed from the file by University Archives' staff prior to viewing by the requestor.
- If a patron wishes to view Archives materials containing private information, that patron should notify the University Archives' staff. St. Cloud State University's data compliance official will then be consulted, and the official will decide whether to open the records. If the records are to be kept closed, a formal communication denying the request will be written and provided to the requesting patron, citing specific state and federal law governing the official's decision.
- Records that contain private information regarding SCSU students and employees will be made available to the creating SCSU office, University Archives' staff, or to other St. Cloud State University personnel who need the information to conduct university business.

Minnesota state law protects the privacy of library patrons; consequently, library records of materials accessed, used or borrowed are confidential. However, such records are subject to subpoena and may be turned over to law enforcement by court order. In some cases, the university officials may be prohibited by law from notifying the patron that a request for library records has been made.

University Archives maintains materials that are not considered public record (i.e., records created by individuals and groups not associated with St. Cloud State University). Access to these materials are governed by the donor agreements and [Minn. Stat. 13.03](#).

SCSU Directory Information

Directory information is public information and can be viewed by anyone unless prior restrictions are placed on access to information by the SCSU student or employee whose information it is. St. Cloud State University updates its list of directory information annually. Restrictions must be requested in writing. Please check for an updated policy governing directory information and SCSU student and employee privacy at: <http://www.stcloudstate.edu/registrar/students/records/dataprivacy.asp>.

Borrowing Material

Materials are not loaned, including rare books, except in limited and special circumstances and as determined by University Archives' staff.

University Archives' Reference Service

University Archives will make a reasonable effort to make its holdings accessible to the University community and others. University Archives, within the limitations of staff availability and other responsibilities, will:

- Provide reference service and materials during established office hours,
- Answer inquiries for specific information in the records, and
- Assist researchers by retrieving materials and assisting in their interpretation when necessary.

Visiting University Archives to Conduct Research

The Archives

- The reading room is open only to patrons using University Archives.
- Researchers will be asked to sign a registration log each time they use the reading room. By signing the registration log, the user agrees to abide by the University Archives' policies posted in the reading room.
- Archival materials are not loaned to patrons except under limited circumstances (see "Borrowing Material").
- Archival material may be used by patrons only under the supervision of University Archives' staff, and only in the reading room.
- The University Archives stacks are closed to all but Archives' personnel. Patrons may not enter the stacks.

Patrons

- University Archives reserves the right to require patrons to open their backpacks, briefcases, and other carry items upon entering and exiting the reading room.
- All backpacks, briefcases, and other carry items are to be placed and kept on the floor at all times or hung on the coat rack near the entrance to the University Archives.

Research

- Patrons may have access to one Archives file box at a time, and may remove only one folder at a time from the box. Patrons must use placeholder cards to mark the location within the file box for the folder in use.
- When in use, Archives material must be placed flat on the reading room table.

- Patrons must preserve the order in which the records are arranged within the folders.
- All Archives material should be treated with care, making sure not to mark, fold, or mutilate the material.
- Patrons may use only pencils for note taking. Patrons may not write on Archives materials, but must take notes using scrap paper or a notebook brought for that purpose.
- Laptop computers or other electronic devices for note taking are permitted as long as they do not disturb other patrons or disrupt the operation of University Archives.

Reproductions

- Reproductions of Archives materials may be made, depending on the condition and size of the materials requested. University Archives reserves the right to limit the use and reproduction of fragile or deteriorating materials that may be further damaged by handling, photocopying, or scanning. However, whenever possible, the materials will be made available for viewing. The final decision to copy will be made by University Archives' staff. Please see the University Archives' Copy Policy for further information.
- The use of personal cameras, scanners, or copy devices owned by patrons requesting reproductions may be permitted on a case-by-case basis, depending upon feasibility and material preservation considerations.

Approved by University Archives Advisory Committee – April 5, 2012

Approved by LRS Dean's Advisory Council: December 12, 2012

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