

# WESTMONT COLLEGE ARCHIVES USAGE POLICY

## *Guidelines for the use of archival materials*

1. All users must login, read, and sign the usage policy.
2. The Archives are non-circulating and therefore, all materials stay in the Archives. Not all materials are available to users. For the protection of its collection, Westmont College reserves the right to restrict the use of materials that are unprocessed, of exceptional value, or fragile.
3. Please do not bring food, drink, or chewing gum into the Archives. Food can attract animals and cause stains. Liquids are easily spilled and will also stain archival documents. These stains are difficult, if not impossible, to remove.
4. Use only **pencils** in your note taking. Pens are not permitted. Inks can easily offset onto hands and counters and transfer onto objects in the Archives.
5. When taking notes, do not lay your paper or cards on the materials—an impression can be left on the item.
6. Maintain the documents and photographs in the order you received them. In order to minimize the amount of creases and tears to the photographs and materials, please leave them flat on the table while you are looking at them.
7. No marks may be added to or removed from any materials.
8. Due to the purpose of the Archives, original (single-copy) photographs will not be loaned out for use. The Archivist will provide copies which will remain the property of Westmont College and must be returned to the Archives (see the *Westmont College Archives Reproduction Policy* for more information).
9. While material from the Archives is in your hands it is **your** responsibility. Please respect it and handle it with care.

*Please sign below stating that you have read and agree to abide by the above guidelines.*

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**Print name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**