Angelo State University Library
Library Procedure

LP #7: Extended Use and Copy of Records from Regional Historical Resource Depositories (RHRD)

DATE: 30 January 2018

PURPOSE: This policy establishes guidelines for individuals and/or companies who desire to copy large amounts of materials from the RHRD records held by the West Texas Collection (WTC).

REVIEW: This LP will be reviewed in May of odd-numbered years by Director’s Office Group.

PROCEDURE:

I. The needs of ASU affiliated users (students, faculty, and staff) for research and class purposes take precedence over other user requests.

II. For use of RHRD materials that will last for a period longer than one week, the staff of the West Texas Collection must have a minimum of three weeks advance notice.

III. Some records, due to the historical value and condition, may be too fragile to scan or digitize by any method.

IV. Only authorized personnel from the WTC can retrieve materials from designated storage areas.

V. There is no use of flash photography on any items belonging to the WTC.

VI. WTC will allow items to remain available for no more than two days in the absence of the requesting user.

VII. Bags and personal items are to be kept in assigned lockers provided by the WTC in the Kelton Reading Room.

VIII. Any variances to this policy requires prior approval by the Head of Special Collections or designated successor. The Director will review all appeals.