

Angelo State University Library

Policy and Procedure Memorandum

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

LAST DATE OF REVIEW

30 January 2018

SCHEDULE FOR REVIEW

This LP will be reviewed in May of odd-numbered years by the Director's Office.

DIRECTOR'S NOTE

13 September 2020

- During the COVID-19 pandemic, PPMs and LPs may be **temporarily amended** to balance public health considerations with the library's service and operation responsibilities. Any amendment of this nature in no way supersedes the traditional collaboration between the library and the University Library Committee for regular scrutiny of governing documents.
- Any concerns or questions regarding this LP's content – traditional or temporary – should be sent to Chris Matz chris.matz@angelo.edu

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).

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 require prior approval by the Head of Special Collections or designated successor. The Director will review all appeals.