



**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.