



Southwestern College Archives and Special Collections Access Request Form

Date: _____

Requestor Name: _____

Email address: _____

Phone #: _____

Requested Visit Date: _____

Please select one:

- Current SC Student Class and Professor name: _____
- SC Alumni
- SC Faculty or Staff
- Not affiliated with SC

Purpose of research:

Research topic/Information requested:

Access Policy

Materials from the Southwestern College Archives and Special Collections are available to SC faculty, administrators, students, staff, and alumni by appointment only. Due to limited resources, the archives and special collections are available only during business hours, which are generally between 9 am and 5 pm Monday through Friday. For efficient service, it is best to make an appointment well in advance of your visit. Direct access to the Archives Room is rarely permitted and requires special permission from the Library Director. Contact Library Director Dalene McDonald at dalene.mcdonald@sckans.edu or 620-229-6271 if you wish to schedule a visit.



Materials in the archives are often fragile, unique, and irreplaceable. Therefore, access to items from the archives is very limited and access is closely supervised. In some cases, photocopies or digital copies of items may be substituted for originals. In addition, many items are not yet processed, described, or organized. As a result, these items are not available. Researchers may not access holdings that are restricted by law or by a donor agreement.

Researchers using archival materials must observe the following guidelines:

- Sign in and present a photo ID
- Fill out and sign the Access Policy form
- Place briefcases, backpacks, bags, coats, newspapers, and other bulky items in a designated area. Deets Library and Archives staff reserve the right to inspect a researcher's notebook, etc. to protect against accidental loss of documents
- Access is limited to small quantities at a time
- Do not mark the materials in any way
- Maintain documents in the order in which they are found
- Handle materials carefully, with gloves, and as little as possible (white cotton gloves will be provided and must be returned)
- Keep materials flat on the table
- Do not stack anything on top of, lean on, fold, or trace images from the materials
- Return all materials to a staff member (do not reshelve) when finished
- Do not use self-adhesive (Post-It) notes. They leave residue which may damage the materials.

SC Archives materials are provided for private study and research only. Permission to publish, reproduce, distribute, sell or display materials should be requested by completing the Permission to Publish form. Permission of the copyright owner must also be obtained by the requestor if the copyright is not held by the SC Archives.

I have read and agree to the conditions above.

Signature:

X
