

ARCHIVES & SPECIAL COLLECTIONS LIBRARY
WASHINGTON & JEFFERSON COLLEGE
POLICIES AND PROCEDURES

The Archives & Special Collections Library houses items related to Washington & Jefferson College and its history and a large collection of manuscripts and other material related to the 18th and 19th century history of the United States, with an emphasis on Southwestern Pennsylvania.

Hours: The Archives and Special Collections is open from 10:00 a.m. to 4:00 p.m. Monday through Friday. Hours are shortened during summer, holidays, and semester breaks. Please call ahead (724-223-6070) or email (rkeenan@washjeff.edu) for appointments.

Archives guidelines:

Before using archival materials, all researchers are asked to read and agree to the following list of regulations and to fill out a registration form.

- Due to space limitations, generally no more than 2 patrons may be served in the Archives at any one time.
- Items kept in the College Archives do not circulate. These items may be used only in the supervised Archives reading area. The College Archives reserves the right to limit the use of fragile or deteriorating material that may be further damaged by handling or photocopying. However, whenever possible, information will be made available for viewing.
- Materials are to be handled with great care and the use of gloves may be required.
- Personal belongings will be kept on a book truck in the W&J Room.
- Pencils are permitted. Pens and markers are not permitted.
- Eating, drinking and smoking are not permitted.
- Depending on available staff, in-depth research may be limited and is at the discretion of the librarian.
- Permission must be granted for the use of computers, cameras, tape recorders and other special equipment.
- Requested materials may be limited to 3 at any one time and will be retrieved by staff.

Research and reproduction services:

Photocopying requests should be made to the staff and approved by the librarian. Copying will be done for the patron only when materials are not placed at risk. The charge is .10 per page. Efforts will be made to fulfill photocopy orders by the next working day. If necessary, copies will be mailed with an additional postage and handling fee.

Digital copies of images are possible and are supplied as an email attachment or on CD for \$10.00 per image. This fee is waived for the College community and alumni. Under normal circumstances the cost of shipping and handling of CDs is covered by the \$10.00 scanning fee.

The Archives does charge for research services. There is a \$10.00 per hour fee for staff research time. This fee is waived for the College community and alumni.

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INTERNAL PROCEDURES

Hours: The Archives and Special Collections is open from 10:00 a.m. to 4:00 p.m., Monday through Friday. Hours are shortened during summer, holidays, and semester breaks. Please call ahead (724-223-6070) or email (rkeenan@washjeff.edu) for appointments.

Archives inquiries to: Beckie Keenan, Trevor Onest, and Anna Mae Moore
(no particular order)

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Workstudy student remains in the W&J room with the user at all times if possible.

No user may be left alone in the Historical Collection room. Faculty may use the W&J room alone once materials have been collected by staff for use.

[Materials will be refiled as soon after use as is practical. If patron will be returning the next day to continue research, materials may be placed in a designated location in the Historical Collection room.]

Forms:

Policies and Procedures
Registration
Request form

Registration form:

All non-college people must fill out a registration form.

Request form:

A request form will be filled out for all Archives requests: non-college visitors, intra-college, and “Ask a Librarian.”

Requests from College departments:

No original material may leave the Library. If necessary, scanned copies will be made available.

Exception : W&J Collection materials – published items for which we have more than one copy, i.e., Pandora, Alumni Magazine, catalogs, etc. may be lent for official use. Request form must indicate borrowed items and material must be signed for.

Blowup of *Policies and Procedures* will be posted in Archives reading room area.

Allen Benson _____

Rebecca Keenan _____

Trevor Onest _____

Dr. James Dlugos _____