

Cline Library

Special Collections and Archives Access and Use Policy

Last updated June 28, 2023

Overview

Cline Library Special Collections and Archives recognizes that access and use are fundamental responsibilities for managing archival materials. Cline Library and Special Collections and Archives (SCA) seeks to minimize restrictions and maximize ease of access, while affirming the department's legal and ethical obligations to respect personal and cultural privacy.

SCA adheres to the guidelines established in the [Protocols for Native American Archival Materials](#) (2006) in all its activities, including the development of access protocols and/or restrictions on use for materials deemed to be culturally sensitive by the department's cultural and institutional partners.* Please [contact the department](#) to learn more.

Access to Materials

Access - *the ability to locate relevant information through the use of catalogs, indexes, finding aids, or other tools; the permission to locate and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance.*

SCA endeavors to provide relevant information about its holdings via [finding aids hosted on Arizona Archives Online \(AAO\)](#), the [library's catalog](#), and the [Colorado Plateau Digital Collections](#).

SCA facilitates the retrieval of relevant information *onsite* in the Miriam Lemont Reading Room in Cline Library as well as *online* via the Colorado Plateau Digital Collections. The retrieval of archival materials for use in Cline Library's Miriam Lemont Reading Room is referred to as "physical (onsite) access," while the retrieval of digitized or born-digital materials for access online via Colorado Plateau Digital Collections is referred to as "online access."

Access & the *Protocols for Native American Archival Materials*

As part of its commitment to the [Protocols for Native American Archival Materials](#), SCA engages in collaborative processes with appropriate cultural and institutional partners to identify culturally sensitive materials and to create appropriate access protocols for those found to be culturally sensitive. These access protocols may require additional time for consultation, the need to seek permission or consultation for access from appropriate cultural and institutional partners, or other protocols not specified above. Please [contact the department](#) to learn more.

Physical (Onsite) Access

Physical access to SCA's holdings is provided on site in the [Miriam Lemont Reading Room located on the second floor of Cline Library](#). Due to the unique and rare nature of our materials, the published and archival collections are non-circulating and non-browsing.

SCA is open to all. Northern Arizona University (NAU) and Coconino Community College (CCC) faculty, staff, and students are automatically registered as researchers at Cline Library. Researchers who are not affiliated with NAU or CCC are required to register as SCA researchers by providing SCA staff with their contact information, such as a driver's license, passport, student or faculty ID, or tribal ID.

Researchers are encouraged to review SCA's [Location & Directions](#), [Using Our Collections](#) and [Reading Room Policy](#) webpages prior to seeking access to materials in the Miriam Lemont Reading Room in Cline Library. By accepting a research appointment in the Miriam Lemont Reading Room, researchers agree to abide by SCA's guidelines for accessing and using its materials, as described in this policy and the [Reading Room Policy](#).

Certain formats (e.g., born-digital material, audiovisual material) may not be available for physical (onsite) access due to playback limitations and/or preservation concerns. Please [contact the department](#) to learn more.

Online Access

SCA is committed to providing online access to selected digitized and born-digital archival materials through Cline Library's [Colorado Plateau Digital Collections](#), which includes digitized and born-digital material from the [Colorado Plateau Archives](#) and [Northern Arizona University Archives](#) as well as material from SCA's cultural and institutional partners.

The department seeks to accommodate researcher-generated requests for digitization and/or online access through the Colorado Plateau Digital Collections, within existing resource constraints. Please [contact the department](#) to learn more.

Access to Unprocessed or Minimally Processed Materials

- **unprocessed** - archival materials which have not been adequately prepared for research use
- ***minimally processed*** - archival materials which have been only partially prepared for research use (e.g. inventoried, but not arranged or described)

SCA seeks to provide access to its archival collections as soon as it is feasible to do so. In some cases, unprocessed or minimally processed archival materials may be made available on site in the Miriam Lemont Reading Room.

Please contact SCA by phone at (928) 523-5551 or [email](mailto:Special.Collections@nau.edu) at Special.Collections@nau.edu **at least three weeks in advance** to request access to unprocessed or minimally processed materials. Requests for unprocessed or minimally processed materials made without advance notice will not be fulfilled by SCA staff.

SCA staff will review requests for unprocessed or minimally processed materials on a case-by-case basis. If researchers are granted access to such materials in the Miriam Lemont Reading Room, they must receive assistance from an archivist or SCA staff member to ensure they handle materials appropriately.

For more information on unprocessed and minimally processed materials, please see SCA's [Arrangement and Description Policy](#).

Access Restrictions

Access restriction - *limitation(s) on public access to archival materials. Access restrictions may be defined by a period of time; by a class of individual allowed or denied access; to address cultural sensitivity concerns; to protect personal or third-party privacy; or to preserve fragile, obsolete or near-obsolete, or technologically dependent materials.*

Researchers must abide by access restrictions for archival materials within the Colorado Plateau Archives and Northern Arizona University Archives where such restrictions exist. These include restrictions based on federal and state law, donor-imposed restrictions, and restrictions based on Cline Library and SCA's relationships with cultural and institutional partners.

Use of Materials

Use - *the consultation and handling of archival materials during research activities; the reproduction, licensing, or publication of archival materials for commercial or non-commercial projects.*

Use restriction - limitation(s) on the research use or subsequent publication or further dissemination archival materials. For example, an individual may be allowed access to materials but may not have permission or right to copy, quote, or publish those materials, or conditions may be imposed on such use.

Use & the *Protocols for Native American Archival Materials*

As part of its commitment to the [Protocols for Native American Archival Materials](#), SCA collaborates with appropriate cultural and institutional partners to identify culturally sensitive materials and to create appropriate restrictions on use for those found to be culturally sensitive. These use protocols may include additional discussion with the appropriate cultural institution to secure the right to reproduce certain materials or other protocols not specified above. Please [contact the department](#) to learn more.

Permissions & Copyright Issues

Legal and literary rights for certain archival materials are managed on behalf of the Arizona Board of Regents by Cline Library. Additionally, some archival materials held by Northern Arizona University's Cline Library and SCA have previously established rights agreements.

SCA does not hold legal and literary rights to all archival materials in its holdings. It is the responsibility of the researcher to secure adequate permissions for the use of archival materials (including reproduction or publication) which are or may be protected by copyright.

Proper Handling of Archival Materials

Archival materials are often fragile and require special handling during research use in order to ensure their long term preservation. SCA staff will advise researchers on the proper handling of archival materials in the Miriam Lemont Reading Room. When in doubt, ask an archivist.

To learn more, review SCA's [Reading Room Policy](#) and the "[Handling archival material](#)" section of Dalhousie University's [Guide to Archival Research LibGuide](#).

Reproduction & Digitization

SCA allows and provides resources for reproduction and digitization (physical or digital copies) of archival materials for scholarly purposes. The department and library adheres to the [United States Copyright and Fair Use laws](#) and empowers researchers to reproduce or digitize material within those guidelines. Researchers assume responsibility for determining whether U.S. copyright law protects any materials that they reproduce or digitize, and whether or not their use exceeds fair use.

Researchers may use their own cameras or cell phones to take pictures of archival materials. Flash photography is not permitted in order to protect materials from light damage. Researchers may also scan textual materials (e.g. documents, clippings, etc.) using the scanner in the Miriam Lamont Reading Room; photographic materials may not be scanned using this scanner. These physical or digital copies may be used for personal or research use only. Please see SCA's [Reading Room Policy](#) for more information.

Researchers seeking to reproduce archival materials held by SCA for publication (e.g. for use in a book, journal or magazine article, documentary film, scholarly presentation, etc.) should consult SCA's [Order from the Archives](#) and [Image Use Policy](#) webpages.

To explore Special Collections and Archives' Access and Use Policy in depth, please [contact the department](#).

*As of June 2023, SCA's cultural and institutional partners include the [Hopi Cultural Preservation Office](#), the [Navajo Nation Museum](#), the [Arizona Historical Society](#), the [Grand Canyon National Park Museum](#), and the [Grand Canyon Historical Society](#).