

Special Collections and Archives Preservation Policy

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Overview

As part of its commitment to stewardship, Cline Library Special Collections and Archives (SCA) acts to maintain, protect, and preserve the unique, rare, and archival materials in the department's holdings while continuing to make said materials available for research use. In order to provide long-term access to collections material, SCA makes every feasible effort to maintain and improve its collections storage environments and to address format-specific preservation concerns. Digital preservation efforts will be addressed in SCA's forthcoming Digital Preservation Policy.

Preservation of Collections

Archival storage conditions - a physical storage environment suitable for the protection of materials from hazards such as theft, fire, flood, particulates, pests, or vandalism, and from extremes or fluctuations in temperature, relative humidity, or light; in a digital storage context, archival storage conditions refer to a stable, secure, data storage solution which prevents unauthorized access or modification of digital materials, protects the authenticity of digital materials, prevents degradation of digital materials, enables fixity checks, and allows for redundancy of digital materials.

Preservation - the professional discipline of protecting materials by minimizing chemical and physical deterioration and damage to minimize the loss of information and to extend the life of cultural property; the act of keeping from harm, injury, decay, or destruction, especially through noninvasive treatment.

During processing, SCA staff take steps to ensure that materials are properly housed in archival-quality containers and stored in environments which ensure

their long term viability. Please see SCA's [Arrangement and Description Policy](#) for more information.

SCA commits to the maintenance and improvement of archival storage conditions within its physical collections storage environments to maximize the stability of materials over time and minimize threats to materials. SCA staff collaborate with Cline Library staff as well as NAU Facility Services, the Vice President of Capital Planning and Campus Operations, and others to maintain appropriate temperature and humidity levels, to minimize light exposure, and to address infrastructure issues in SCA's physical storage environments. SCA is a key partner in [Cline Library's Integrated Pest Management Plan](#) (or IPM Plan), which addresses the threat of pests or biological infestation.

Access to SCA's physical collections storage areas is limited to authorized personnel to ensure the security of collections materials and to prevent theft or vandalism.

Emergency Management

SCA is an active participant in Cline Library's emergency management and disaster preparedness activities. Departmental staff adhere to the [Cline Library Emergency Management Plan](#), which provides guidance in the prevention of and response to all types and sizes of disasters that result in collections damage.

Cultural Care of Archival Materials

As part of its commitment to implementing the guidance of the [Protocols for Native American Archival Materials](#), SCA staff will refrain from performing specialized care, rituals, or ceremonies for sacred or spiritual items in its holdings. Instead, SCA and Cline Library will consult with its appropriate cultural and institutional partners regarding such materials. Cline Library and SCA seek to accommodate any necessary rituals or ceremonies conducted by appropriate religious or cultural practitioners.

SCA recognizes that culturally sensitive materials have preservation needs which go beyond traditional archival practices to encompass community-specific forms of cultural care. SCA and Cline Library staff will work with cultural and institutional partners to explore whether such materials should be transferred to a repository which can appropriately care for them over the long term. Please see SCA's [Collections Management Policy](#) for more information.

Handling, Access, and Use

Digital surrogate - A digital surrogate is any digital copy of a record on any analog medium, such as paper, parchment, motion picture film, analog audio, and analog video.

Use copy - A reproduction of a document created for use by patrons, protecting the original from wear or theft; an access copy.

SCA recognizes that the handling of archival materials by SCA staff and researchers during routine processing as well as access and use in research poses inherent risks to the materials. In most instances, these risks are low. Many handling risks can be mitigated by demonstrating best practices for handling archival materials to staff and researchers.

However, SCA reserves the right to restrict access to or use of archival materials if staff determine that doing so is necessary to preserve the materials over the long term. In these instances, SCA may provide physical or digital surrogates of the materials in question for research use. Please see SCA's [Access and Use Policy](#) to learn more.