

SNHU Archives Access, Sharing, Exhibit, and Security Policies

New policy, effective: October 1, 2023
Review period: Annually or as deemed necessary.

Policy Statement

The Archives of Southern New Hampshire University promotes the mission and history of the University by collecting, storing, preserving, organizing, cataloging, and providing access to the artifacts and records of enduring value that document the institution, its people, culture, administration, curricula, programs, and departments.

The Archives is a source of materials for the library, university departments, students, faculty, and persons engaged in research projects into the history of Southern New Hampshire University.

This policy contains guidelines for the access, use, display and sharing of information.

Sharing and reuse of materials

- The availability and delivery of Archives materials may be limited based on resources.
- The Archives should share images on the same theme as a current exhibit for the purposes of marketing and promotion.
- The Archives will prepare digital displays based upon available staff resources.
- All use of materials must be attributed to the SNHU Archives with the statement:
 - Courtesy of SNHU Archives. All rights reserved.
 - Additional attributions may be required.
- Archival materials stay in the Archives. They do not circulate and are separate from the main library collection. Under certain circumstances, the University Archivist may choose to loan materials. This will only be done through prior arrangement and additional conditions may apply.

Security

- Access to the Archives is restricted to University Archivist, The Archives Coordinator, and any

regularly scheduled Student Worker who reports to either the University Archivist or the Archives Coordinator unless prior permission is given from the University Archivist.

- Permission for searching Archival materials is granted by the University Archivist and is to be performed under the supervision of the University Archivist, The Archives Coordinator, and any regularly scheduled Student Worker who reports to either the University Archivist or the Archives Coordinator unless prior permission is given from the University Archivist.
- Visitors are not allowed to bring bags into the Archives.
- Food and drink are not permitted in the Archives.
- The use of pens and markers are not permitted in the Archives.
- Visitors are encouraged to wash their hands before and after handling archival materials.

Rights

- SNHU Archives possesses copies of materials for which it does not own the rights to duplicate and or display. Therefore, all use of archival materials require prior permission from the University Archivist.
- Visitors who use archival materials for any purpose other than research and private study are required to provide the University Archivist with details about the material(s) being used, the dates of the use, and the nature of the use.

Definitions

The Archives. This term refers to archives offices, storage areas, reading rooms, display cases, and the collections of materials contained within.

University Archivist. This is the person who oversees the Archives and is responsible for maintaining the integrity of the collection.

Archives Collection. This refers to the physical and digital holdings of the SNHU Archives.

Archives Visitor. This is anyone who is not the University Archivist, The Archives Coordinator, and any regularly scheduled Student Worker who reports to either the University Archivist or the Archives Coordinator. Visitors includes faculty, staff, students, volunteers, and independent researchers.