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Access

The Archives collection has not been itemized and cataloged. Some items are in fragile condition. For these reasons, access and use of the USF Archives materials is generally restricted to library staff and certain USF administrators. Others wishing access to the collection must seek the permission of the Director or the professional staff if the Director is not available.

(Updated: 8/12/03)

Loans

The USF Archives collection is composed of unique and historically significant materials, some in fragile condition. These items are not loaned. However, all requests will be evaluated by the Director and the professional staff and some accommodation may be made in special circumstances for digital copies of some items to be supplied instead.

(Updated: 8/12/03)

Gifts & Donations

Gifts and donations will be accepted by the Archives from any source, whether affiliated with the University of Saint Francis, St. Joseph Hospital, Lutheran College of Health Professions, Lutheran Hospital or others. However, some gifts, although undoubtedly valuable, may not fit within the scope of the Archives collection or may duplicate items already held. In these cases, USF reserves the right to refuse or to dispose of these contributions. Appraisals cannot be made for donated materials. According to the Tax Reform Act of 1984, a donee may not act as a qualified appraiser. A gift-in-kind form should be filled out or a receipt for items received can be given, but no cost will be assessed.

(Updated: 8/12/03)

Personal Items

All items that are part of a personal collection are not normally included in the Archives collection. However, there are some personal materials which are so closely associated with the history and development of the institution that their inclusion may be deemed significant and appropriate.

(Updated: 8/12/03)

Photocopying

Photocopying of most materials is permitted, depending on their condition, within the library. Parts of the collection may have particular copying restrictions imposed by the institution or by copyright law. Entire collections cannot be copied, and large volume copying will be permitted only at the discretion of the Director or the professional staff.

(Updated: 8/12/03)

Scanning

Scanning of materials is permitted on a case-by-case basis and will depend on the proposed use of the scanned image/s. Parts of the collection may have particular copying restrictions imposed by the institution or by copyright law. Entire collections cannot be scanned, and large volume scanning will be permitted only at the discretion of the Director or the professional staff.

(Updated: 8/12/03)