Access Policy

The Clark State Community College Archives documents the history of the Clark State Community College and provides access to the materials held in the Archives. The Archives provides open and equitable access to its services and the records in its care without discrimination or preferential treatment, and in accordance with legal requirements, institutional policies, and donor agreements.

Researchers may arrange an appointment with the archivist any time during regular hours, Monday-Friday, or arrangements may be made by telephone or e-mail. Procedures are designed to ensure the preservation of the records for future researchers.

Records are public, unless exempted by the Ohio Sunshine Laws and/or those containing personally protected information. For more information, visit the Ohio Attorney General’s website at http://www.ohioattorneygeneral.gov.

I. User Communities

1. The Archives Department makes its resources and services available to students, faculty, and staff, as well as to the general public. No special permission or letters of introduction are required. Members of the public using the Archives must present valid photo identification and sign the guest book, which is kept on the archival worktable, on a daily basis. The Archivist provides access to the materials and assistance in identifying and using appropriate materials.

II. Limitations on Access

1. The Archives is committed to preserving Clark State Community College records and manuscript collections and making them available for research as soon as possible after receipt. At the same time, the department may have a legal, institutional, or other obligation to restrict access to some collections or parts of collections. The Archivist will inform researchers of the conditions governing access to its collections.

2. Clark State Community College offices may specify whether records transferred to the Archives may be freely used by other persons or restricted in their use. The Archivist will refer requests to access restricted records to the relevant office.

3. Private donors may impose reasonable restrictions with specific time limitations on collections donated to the Archives. Such restrictions must be

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documented in the Gift Release form. Donors are allowed to access collections that they have donated and restricted. However, they may not grant access to others, as such permission would legitimize unequal access to the Archives Department’s collections.

4. Restricted records are closed for research purposes. The Archivist will not redact restricted records unless expressly permitted to do so under terms specified in transmittal documents or statements of gift.

5. Unprocessed archival and manuscript collections are generally considered open for research, provided they are not restricted. However, the Archivist may need to delay access for a reasonable period of time to inventory the records or stabilize fragile materials.

III. Intellectual Access

1. The Archivist facilitates the accessibility of its collections by informing researchers about their existence. This is accomplished through online catalogs, inventories and other finding aids, Web sites, and the assistance of staff members.

IV. Physical Access

1. To protect and ensure the continued accessibility of its collections, all materials must be used in accordance with the regulations of the Archives.

2. The Archivist may limit the access of an individual who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of its collections or has violated its policies and regulations.

3. The Archivist may require researchers to use access copies of records in place of originals whose physical condition or format makes them unusable.

V. Reference Services

1. Copying Services and Fees. The Archives facilitates access to its collections and the information it contains by providing copying services. All inquiries concerning reproductions must be referred to the staff. Use of personal copying equipment, such as hand-held scanners and cameras, is generally permitted, provided such use is discussed in advance with the staff, does not endanger the records being copied, and does not disrupt other researchers’ quiet study. All copies—whether made by department staff or researchers—must be made in accordance with copyright law, departmental procedures, and concern for the physical preservation of the records.

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2. **Permissions for Public Use and Fees.** The Archivist does not charge individuals for their personal use of copies from our collections. However, the Archivist requires that individuals and/or companies have written permission for public use of our holdings or copies of our holdings. If an individual or company is working on behalf of Clark State Community College, written permission is not needed.

3. **Citation Format.** The Archivist will provide to researchers a suggested form of citation crediting the repository and identifying items within its holdings. The suggested form is: [Name of collection]. [Name of series]. Clark State Community College Archives.

VI. Loan of Materials

College records transferred to the Archives may be temporarily or indefinitely loaned to offices for administrative or legal use following established guidelines. Nevertheless, the Archivist encourages offices to use records in the library workroom or to create reference copies when the information is required for an extended period of time.