



## Archives & Special Collections

Elizabeth M. Cudahy Memorial Library

### Access & Use Policy

Updated April 2023

#### Overview

The Loyola University Chicago Archives & Special Collections (LUCASC) serves researchers from the University community as well as researchers from the general public. Access to and use of collections are among the primary responsibilities of the department. LUCASC strives to minimize restrictions and maximize access to collections while honoring our legal and ethical responsibilities as stewards of these collections.

LUCASC follows the [ACRL/RBMS-SAA Guidelines on Access to Research Materials in Archives and Special Collections \(2020\)](#).

#### Access to Materials

Access is defined as the ability to locate relevant information through the use of catalogs, indexes, finding aids, or other tools or the permission to locate and retrieve information for use (consultation or reference) within legally established restrictions of privacy, confidentiality, and security clearance. ([Dictionary of Archives Terminology](#))

Information about the holdings of the Loyola Archives & Special Collections is provided by publishing finding aids on the department's [website](#) and [ArchiveGrid](#); linking records to finding aids in the library's [catalog](#) and [WorldCat](#); and including records in portals such as [Explore Chicago Collections](#) and the [Black Metropolis Research Consortium](#). Digital collections are available through [Loyola University Chicago Digital Collections](#).

#### Physical Access

Physical access to collections is provided at the Mimi and Stuart Rose Reading Room at the Loyola University Chicago Archives & Special Collections, room 217 in the Elizabeth M. Cudahy Memorial Library. Collections at LUCASC are store securely in closed stacks and are non-circulating.

#### Research Appointments

The collections are open to members of the Loyola University Chicago community as well as researchers from the general public. Research appointments are required and must be made through the [Ask the Archivist](#) form. Due to limited staff, we strongly recommend that research appointments be made as far in advance as possible, but no less than 48 hours in advance (not including weekends). A list of materials to be used during the research appointment must be

submitted at least 48 hours in advance of the appointment (not including weekends). Additional materials will not be pulled during the research appointment.

Some formats, such as audio-visual materials, may not be available for physical access due to lack of equipment or preservation concerns.

### **Access to Unprocessed Materials**

[Unprocessed](#) materials are archival collections not ready for use. Some collections may have only a preliminary inventory.

LUCASC endeavors to provide access to archival collections in a responsible and timely manner. Due to limited staff, restrictions, and legal or ethical responsibilities, including potential privacy concerns, unprocessed collections or those with preliminary inventories only are not available for research.

### **Access and Use Restrictions**

[Restriction](#) is defined as limitations on an individual access to or use of materials. *Access restrictions* can include access to materials limited by a period of time, by the individuals allowed or denied access, or by laws and policies in place to protect sensitive information. *Use restrictions* may limit how a researcher can use materials or what they may do with them, for example they may not be able to copy, quote or publish materials, or even obtain photocopies of materials. Restrictions may be placed on collections by donors, institutional policies, or archival policies.

LUCASC endeavors to accept collections with no or reasonable and limited restrictions. Researchers must abide by any access and/or use restrictions placed on the collection(s). Restriction information is included in finding aids.

### **University Records**

University records transferred to the University Archives are made available for internal administrative research and reference as soon as possible but are closed to all other researchers for 20 years. At the end of the 20-year restriction period the University Archivist will review the records to determine if a further time restriction is needed for all or part of the records. Most records may be restricted up to an additional 10-year period, however some records may be restricted indefinitely depending on their contents.

### **Student Records**

LUCASC does not knowingly accept student records, however they may enter the collection with departmental records, faculty papers, personal papers, etc. Student records found during processing (including transcripts, graded papers, student files, etc.) are immediately restricted for 75 years from date of creation. Published records such as alumni directories, yearbooks, student newspapers, college publications, etc., are available to researchers.

## **Permissions & Copyright**

Not all materials in the collections are out of copyright. While LUCASC owns the archival materials in our collections, we do not own the intellectual rights to all the items in collections. It is the responsibility of the researcher to secure permission for the intended use (including reproduction or publication) of archival materials that are or may be protected by copyright.

## **Reproduction/Digitization**

Researchers may use their own cameras or cell phones to photograph archival materials for research use only. Researchers assume responsibility for determining whether U.S. copyright law protects any materials that they photograph. Flash photography is not permitted.

Researchers interested in reproducing archival materials held by LUCASC in a publication such as a book, journal, article, etc., should use the [Ask the Archivist](#) form to request permission to publish.