

Loyola University Chicago Archives and Special Collections

Access policy

General

The University Archives serves both the Loyola University Chicago community and researchers from the general public. This includes undergraduate and graduate students, faculty and staff, visiting scholars, professional researchers, and members of the general public. All patrons wishing to use the collections at the University Archives must make an appointment with the University Archives staff, have appropriate identification, and fill out a researcher's registration form. Patrons must abide by the University Archives reading room rules and the Loyola University Chicago libraries' access policy. All materials in the University Archives are non-circulating. Access to restricted materials may be permitted if written permission is secured by the patron from the donor or his/her designated representative (where possible) and with the approval of the University Archivist. Access to unprocessed materials may be granted by the University Archivist if the collection is of a manageable size (6 boxes / 6 linear feet or less).

University Records

University records transferred to the University Archives will be made available for internal administrative research and reference as soon as possible, however these records are closed to all other researchers for 20 years following their transfer to the University Archives. Such records will be available to the president, provost, and vice presidents, and their staffs, as well as the creating office, at any time. Other researchers will need written permission from the creating office, or such successors as there may be, to access these records. At the end of the 20 year restriction and prior to opening these records, the University Archivist will review them to determine if a further time restriction is needed for part or all of the records. If needed, records will be restricted for up to an additional 10 years.

Faculty, staff, alumni papers

Papers of faculty, staff, and alumni donated to the University Archives will be made available for research as soon possible in accordance with Archives policy and any restrictions named in the deed of gift.

Student Records

The University Archives does not knowingly accept student records. Student records found while processing collections, including transcripts, research papers, and student files, will be restricted immediately. Student research papers may be opened if all personal information can be removed. Unpublished student records shall be restricted for a period of 75 years from the date of graduation or 100 years from the date of creation, depending on which date can be most easily determined. Published records containing student information will be made available to researchers. Such records include alumni directories, student directories, yearbooks, student newspapers, college magazines, etc.