

## ARKANSAS ARCHIVES RULES

### 1.0 GENERAL

#### 1.01. Rule Sources.

**1.01.1 Collection Scope.** The Arkansas State Archives' (hereinafter referred to as "the archives") collection shall pertain to Arkansas history and culture from the earliest times to the present (collectively archival material").

**1.01.2 Acquisition.** The archives may acquire government and non-government records, secondary source material, artifacts, and other material (collectively "material") by salvage, donation, gift bequest, purchase, loan, or transfer from government agencies. Authority for material acquisition rests with the State Historian, and all offers of material shall be referred to the State Historian.

**1.01.3 Material Loan.** The archives shall not lend material to individuals. The archives may lend material to institutions for specific purposes (such as exhibition) for a specified period of time if such institutions meet professional standards of collections care and management. Loan periods shall extend for one year or less, with an option for annual extensions for up to five years if both parties agree in writing. Authority for outgoing loans resides with the State Historian. If, in the State Historian's opinion, the loan is not in the best interest of the material's long-term preservation, the loan request will be denied. Failure to comply with archives' rules and regulations regarding loaned material will result in immediate withdrawal of archives' material and refusal of future loan requests.

**10.01.4 Withdrawal of Materials.** The archives may judiciously withdraw (or "de-accession") and dispose of material from its permanent collection in a timely manner consistent with professionally accepted standards under the following procedures and criteria. A written de-accession request listing the reason(s) for withdrawal and recommended means of disposal must be signed by the State Historian and approved by majority vote of Arkansas History Commission members prior to disposal of archival material. Nothing in this policy shall be construed to interfere with standard archival practice in discarding items in the course of processing or with standard library practice in discarding duplicates or unacceptable books.

## **2.0 FACILITIES**

**2.01 Location.** These rules apply to any facility operated by the archives.

**2.02 Hours.** Facilities are open to the public (herein called "patrons") during archives' established hours.

**2.03 Tobacco, Food and Drink.** All uses of tobacco products are forbidden in all archives' facilities. Food and beverages are not permitted in the archives' Research Rooms or designated research areas at branch facilities.

**2.04. Behavior.** All patrons are requested to pursue their research in a quiet and orderly manner. Disruptive patrons will be removed. Parents are responsible for the behavior of their children.

**2.05. Research.** Archives' personnel will explain research facilities and provide guidance.

**2.06. Registration.** On the first visit to the archives, each patron is required to present a valid photographic identification (e.g., driver's license, passport), complete a registration form, and obtain a unique identification number for admission. Upon each subsequent re-entry of any facility, researchers must register, giving name and identification number, date and time of visit.

**2.07. Security.** Patrons may bring pencils, loose paper, and approved electronic storage devices (e.g., laptops, tablets) into the Research Room or designated research areas at branch facilities, but must store all other personal belongings in lockers provided by archives when available. All belongings are subject to search before patron leaves the archives.

## **3.0 ACCESS TO MATERIALS.**

### **3.01 General.**

**3.01.1** The archives is non-circulating. Researchers may not check out or loan materials from any facility.

**3.01.2** The archives allows access to and use of materials only in a controlled manner that protects materials' physical and intellectual integrity. Archives' staff reserves the right to restrict or deny access to prevent deterioration, potential damage, mutilation, loss, or mislocation of material or interference with administrative, professional, or technical operations, including service to other researchers.

### **3.01.3 Collections.**

**3.01.3 (a) Print Collection.** The print collection includes books and periodicals on a wide-range of Arkansas, historical, and genealogical topics, searchable through the online catalog. At the Little Rock facility, print Collections may be used only in the Reading Room, and may not be taken into the Archival Research Room. Researchers may retrieve print materials for themselves, but will leave used materials on designated carts for staff reshelving.

**3.01.3 (b) Microfilm Collection.** The archives provides microfilm access to Arkansas newspapers, county records, military records, church records, and some archival materials. The archives microfilms materials as part of its preservation efforts. In most instances, microfilm copies of original material will be provided to patrons, unless circumstances warrant retrieval of the original materials. Research Room patrons may not use original materials which have been received for microfilming or microfilm stored in the microfilm vault. Archives' facilities provide machines to read and copy microform materials. Materials on rolls labeled "Restricted" may be copied only with donor permission.

**3.01.3 (c) Archival Material.** Archival material includes documents, rare books, photographs, maps, artifacts, artwork, audiovisual material, and other primary source material not available for browsing in the Research Room or designated research areas at branch facilities. Prior to using archival material, patrons must complete the appropriate form and submit to the research room staff. Patrons are required to use archival material in the Archival Research Room and may not remove archival material from this room. Patrons will be limited to one (1) box of archival material at a time. Staff reserves the right to further restrict usage based on the value or condition of materials. Not all records are immediately open for public access, and may require 48 hours' notice prior to use. In some cases, staff may redact personally-identifying information (e.g., social security numbers) from copies provided to researchers.

**3.01.3 (d) Artifacts and Artwork.** Patrons requesting access to artifacts (e.g., physical objects) must complete the appropriate form and submit it to the archives at least 24 48 hours in advance of anticipated viewing, for approval by the State Historian or designee. Staff will contact patrons upon receipt of request to establish an appointment time. Patrons are required to view artifacts in the Archival Research Room. At the State Historian's discretion, another viewing location may be designated due to preservation or viewing issues. Patrons may view only one (1) artifact at a time. The State Historian or designee shall monitor item viewing and instruct patron on proper handling.

## **4.0 RESEARCHER SERVICES**

**4.01 Personal equipment.** Tape recorders and electronic storage devices (e.g., laptops, tablets) may be used in the Research Room or designated research areas at branch facilities, subject to staff approval. Personal copying equipment, including cameras, scanners, cell phones, and similar devices, may not be used in the Research Room or or designated research areas at branch facilities.

**4.02 Self-Serve Copies.** Patrons may use photocopy and microfilm machines provided in archives' facilities to make copies of items from print collection and non-restricted microfilm. Self-serve xerographic photocopies may not be available at the branch facilities. United States copyright laws govern reproduction of copyrighted material, and the staff respects and upholds US copyright laws. Subject to the approval of the State Historian or designee, each patron may order no more than 10% of pages from any copyrighted print publication or microfilmed manuscript collection at one time.

**4.03 Photocopies of Archival Material.** If copies of archival materials are required and approved by the Archivist-on-Duty (AOD), copies shall be made by the staff. Subject to the approval of the State Historian or designee, each patron may order no more than 10% of pages from any manuscript collection at a time.

**4.04 Microfilm copies.** Patrons may also purchase duplicate copies of roll microfilm for which the archives holds the master negative. Copies of restricted microfilm cannot be sold, except by written donor permission.

**4.05 Audiovisual Duplication.** Patrons may purchase copies of photographs and other audiovisual materials subject to established copyright restrictions and format limitations, and according to archives' policies, procedures and fees. Some variations in audiovisual duplication services or the turnaround times required to deliver these items may exist between the main facility in Little Rock and the branch facilities.

### **4.06 Purchase of Copies.**

**4.06.1 Ordering Process.** Patrons may order copies by completing the appropriate form and advancing payment of the total cost. The archives does not accept photocopy orders placed by phone or fax; and reserves the right to refuse "third party" orders, i.e., orders placed by someone who requests that another person or entity be billed.

**4.06.2 Payment.** Orders for material will not be filled until full payment is received by the archives. Governmental agencies may avoid advance payment by presenting a letter of intention to pay from their agency director or authorized fiscal officer. 4. No free copies of any material shall be provided.



**4.06.3 Restrictions.** The archives reserves the right to refuse a copy order if that order violates copyright law, creates a conservation concern, or violates donor agreements regarding copying. No microfilm or photographic negatives shall be sold.

**4.06.4** The archives is unable to furnish certified copies.

**4.07 Fees.** The archives may establish reasonable charges for copies of material. A schedule of established fees and charges shall be posted physically and electronically and otherwise made available to patrons.

**4.08 Forms.** The archives shall create and employ such paper or electronic forms as may be required for security and preservation of materials.

**4.09 Credit for Sources.** Persons, agencies, and firms reprinting, circulating, or otherwise utilizing copies of archival material are required to acknowledge the source of such materials by the credit line or statement as follows:

[Title of Item], [Title of Collection], [Agency Name and Location]

Examples:

Arkansas Profitable Farm Bureau scrapbook, Arkansas State Archives, Little Rock, Arkansas

Isaac D. Riddick letter, 1839, B. F. Riddick papers, Southwest Arkansas Regional Archives, Arkansas History Commission, Washington, Arkansas

World War II scrapbook, Elbert R. Little Papers, Northeast Arkansas Regional Archives, Arkansas History Commission, Powhatan, Arkansas

**4.10. Material Handling.** The archives only performs cleaning, restoration, and preservation work on its own material. Only the State Historian may make exceptions.

**4.11 Space Utilization.** All space, storage and otherwise, rented, leased, or otherwise allocated to the archives, shall be reserved for the agency and its staff's exclusive use. Archives' facilities may not be loaned, rented, or otherwise made available to any other person, organization, agency, or official except by express agency action.