

The Monterey Peninsula College Library Archives & Special Collections Department

Access & Use Policy

The Monterey Peninsula College Library Archives & Special Collections Department (The Archives) has the two-fold mission of documenting the history of Monterey Peninsula College (MPC) and providing access to primary and secondary sources, from the Monterey Peninsula area, that have long-term research, instructional value, and cultural significance. The Archives houses non-circulating materials requiring care and control that cannot be provided in the open stacks. The Archives strives to provide 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.

I. User Communities

1. The Archives makes its resources and services available to MPC students, faculty, and staff, as well as the general public. No special permission or letters of introduction are required, but advance notice of intent to use the collections must be given (see Physical Access, below). Researchers using the archives or special collections must register with the Archives and present valid photo ID upon each visit.

II. Limitations on Access

1. The Archives is committed to preserving MPC's institutional records and special collections and making them available for research as soon as possible after receipt. At the same time, the Archives may have a legal, institutional, or other obligation to restrict access to some collections or parts of collections. The Archives will inform researchers of the conditions governing access to its collections.
2. College offices may specify whether records transferred to the Archives may be freely used by other persons or restricted in their use. The

Archives will refer requests to access restricted college records to the relevant MPC office. When a request is not approved, the formal denial of access must be reviewed and either confirmed or overruled by the college's legal custodian of records in writing.

3. Private donors may impose reasonable restrictions with specific time limitations on collections donated to the MPC Archives. Such restrictions must be documented in statements of gift. Donors are allowed to access collections that they have donated and restricted under the same access guidelines as other researchers. However, they may not grant access to the collections outside the regular avenues of access established by the Archives as such permission would legitimize unequal access to the collections. Once a collection becomes the property of the college, it will not be returned.
4. Restricted records are closed for research purposes. The Archives will not redact restricted records unless it is expressly permitted to do so under terms specified in transmittal documents (in the case of college records) or statements of gift (special collections).
5. Unprocessed archival and manuscript collections are generally considered open for research, provided they are not restricted. However, the Archives may need to delay access for a reasonable period of time to inventory the records or stabilize fragile materials.

III. Intellectual Access

1. The Archives 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. The Archives' reading room is reserved for individuals using our collections and is available by appointment only. Appointments must be confirmed with the archivist at least twenty-four hours in advance. Requests for appointments may be made via email (library@mpc.ed), in writing, or in person.
2. A staff member must accompany the research at all times.
3. To protect and ensure the continued accessibility of its collections, all reading room visitors must abide by the following rules.

Registration

- New researchers must present photographic identification and complete a Registration Form.
- Returning researchers should notify reference staff of changes in registration information.
- All researchers must sign the daily log at each visit.

Working in the Archives Reading Room

- Only note paper, pencils and/or laptops may be used while working with the material.
- **Use pencils only.** Pens, highlighters, and post-it notes are not allowed.
- Food and drink, including gum, candy, and water, are prohibited from the reading room.
- Special permission is required for the use of digital cameras.
- All other copying devices, including scanners and recorders, are prohibited from the reading room.
- The use of cell phones in the reading room is prohibited.

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

The Archives 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.* The Archives facilitates access to its collections and the information they contain by providing copying services. All inquiries concerning reproductions must be referred to the staff. Resources permitting, the Archives will conduct a limited amount of copying on behalf of researchers, and reasonable fees will be charged for this service. 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.
2. *Research Services.* Resources permitting, the Archives will conduct a limited amount of research on behalf of researchers. Requests considered as original research will be handled on a case-to-case basis.

3. *Permissions for Public Use.* The Archives does not charge individuals for their personal use of copies from our collections (e.g., a photographic print acquired for home decoration). However, the department requires written permission for any public use of our holdings or copies of our holdings.

In some cases, the Archives may assess a fee based on its ownership of the physical materials in its collections. This fee represents no claim to copyright to any of the materials in question, although in some cases the Archives may hold copyright to those materials. Payment of the use fee does not constitute, and should not be viewed as, permission by a copyright holder to reproduce works that are copyrighted. Users must determine on their own if the use they intend to make of images invades copyright, rights to privacy, or other rights.

4. *Citation Format.* To credit the repository and identify items within its holdings use the following citation: *Collection of the Monterey Peninsula College Library Archives.*

VI. Loan of Materials

1. University records transferred to the Archives may be temporarily or indefinitely returned to the office of origin for administrative or legal use following established guidelines. Nevertheless, the Archives strongly encourages offices to use records in the Archives' reading room instead of having them returned, or to create reference copies when the information is required for an extended period of time.
2. In some circumstances, the Archives may temporarily loan original materials for exhibition following institutional procedures. The final decision to loan original materials is made by the Library Division Chair in consultation with the head of the Archives.