Policies
And
Procedures

University Archives

G.R. Little Library
Elizabeth City State University
Elizabeth City, North Carolina

2007-2008
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STATEMENT OF PURPOSE

The Elizabeth City State University [ECSU] Archives was established in 1971 in order to collect, preserve, describe, display, and encourage use of:

(1) The organized body of permanent institutional records created or received in connection with the transaction of University affairs, and

(2) Non-institutional records which reflect the diverse history and activities of the University’s student body, faculty members, administrators, friends and alumni, and its physical plant.

The ECSU Archives promotes the educational, scholarly, fiscal, and service missions of ECSU in the following ways:

- Identifying and preserving and making available essential institutional records
- Supporting teaching and enhancing the curriculum as appropriate via the use of collection materials
- Facilitating the research of the faculty, students, and other scholars through presentation and use of archival materials in classroom or other instructional settings
- Facilitating preparation for graduate studies by increasing undergraduate student exposure to primary sources and historical research methods
- Enhancing levels of University funding through public and private sources
INTRODUCTION

Many visitors and University colleagues think of the University Archives as a library—but we are an archive. Because of the unique nature of archival records, they generally can never be replaced or re-created. Therefore, archivists use a set of policies and procedures which differ from those practices employed in libraries. Security, environmental controls, and methods of storage and use are of primary importance in maintaining our materials for future generations.

The ECSU Archive collects two categories of material:

(1) Non-current, institutional records (for example, from the offices of the provost, athletics director, registrar, and other departments and divisions) which are designated by the University of North Carolina University system as “permanent records”, and

(2) Records related to the history, people, and culture of the University (faculty and student publications, for example, as well as photographs, memorabilia, artifacts, personal papers and recorded material)

No matter what format ECSU archival materials exist in-- institutional records or letters, university catalogues, the personal papers of a University president from the late 19th century, digital images, audio-video materials, or gifts from donors--we make a contractual commitment when we accept these items to care for them using the highest professional standards.

We commit the Archives to preserving accepted materials for the use of future ECSU students, researchers, and other scholars, and we promise to make the material available to today’s researchers and to the public by allowing individual researchers to examine and sometimes copy portions of the collection and through exhibits. We also create guides and indexes to the material so that potential researchers will be aware of our holdings.

These two commitments often come into conflict. The more that original papers, manuscripts, photos, and AV materials are handled, the more quickly they deteriorate and the shorter their life spans become. With this conflict in mind, archivists have devised strategies which foster use of the papers and materials, while preserving them to the greatest degree possible for future generations.

The most important of these strategies are:

1. Environmental conditions are kept at optimal levels. Stable, non-fluctuating temperature and humidity are maintained by keeping doors closed and allowing the air handling system to do its job efficiently. Light levels are kept at minimal wattage to prevent fading.
Introduction—continued

2. 24/7 security ensures the safety of the collections by keeping materials locked up except when they are in the hands of researchers or are undergoing processing by staff. Archivists have assigned locations for collection items, and materials are removed and replaced only by staff members who know where each item belongs. Reproductions are used exclusively in exhibits and every area in which collection materials are placed, even temporarily, is locked.

3. Handling materials carefully extends the life of paper, photographs, and artifacts. Practices which include the use of cotton gloves and pencils (no ink pens) around archival materials, placing items on clean surfaces, not piling photos or papers up so that they bend, and supporting upright file folders so they do not flop over all extend the life of materials.

4. Employing “best practices” for storage of archival items, including the use of acid-free containers, folders, and copy paper, placing as many protective layers as possible between the environment and the material (be it object or paper), and keeping items off the floor to prevent damage if moisture intrudes (floods and leaks) or insect infestations occur, contributes to their lasting value.
PERSONNEL

University Archivist

RESPONSIBILITIES and DUTIES

Reporting to the Director of Library Services, the University Archivist has two primary areas of responsibility:

1. Institutional Records Management
2. Archives and Special Collections Management

In these capacities, the University Archivist oversees the collection, evaluation, processing, care, and public use of the official and unofficial records of ECSU, as well as personal and professional papers of its faculty, staff, students, and alumni and other Special Collections. Oversees retention and disposition of official University records according to UNC schedule; serves as primary advocate for collection and use of the records of ECSU. Provides reference service; prepares and provide instructional sessions to campus groups regarding Archives use; and supervises use and care of the collections in the Department of Special Collections and University Archives.

1. Institutional Records Management

Provides leadership in all ECSU Records Management matters:

- Transmits the UNC System Records Management Policy to ECSU Faculty and Staff
- Provides support to ECSU Faculty and staff in establishing departmental and divisional retention and disposition guidelines
- Assures implementation of policy revisions
- Furnishes required reports on behalf of ECSU to UNC System

2. Archives and Special Collections Management

Provides leadership in all ECSU Archival and Special Collections initiatives:

- Assesses goals and identifies priorities for planning
- Maintains effective fiscal management
- Proposes and implements policy for archival matters in the library and the University
- Participates in the design and implementation of digital resources based on archival collections, including collaboration with ECSU webmaster in creating Archives and Record Management web presence.
• Performs collection management and processing duties for all archive and special collections material, including appraisal, accessioning, arrangement and description, and preservation of materials in all formats.
• Adds value to new and existing archival collections by (1) authoring electronic and print finding aids and exhibits (2) conducting preservation and conservation activities, and (3) designing MS Access database to facilitate use of collections.
• Provides archival reference services and an archival instruction program to Library users.
• Actively promotes collections, including preparation of digital and print exhibitions.
• Supervises any student and full-time archives assistants.
• Orders and maintains supplies of archival materials and equipment.
• Attends conferences and workshops to maintain network of information professionals and remain abreast of trends and innovations in the profession.
• Performs service to University community.
• Performs other duties as requested by Library Director.

QUALIFICATIONS

Required:

• MLIS from ALA- Accredited institution.
• Five years experience in archival administration.
• Excellent oral and written communications skills.
• Fluency in database design and use.

Preferred:

• Experience in processing large, complex collections.
• Experience in archival instruction, exhibit design and construction, outreach to internal and external constituencies.

ARCHIVES ASSISTANT

RESPONSIBILITIES and DUTIES

The Archives Assistant will report to the University Archivist. The assistant will perform a large number of physical activities and a small number of clerical duties related to re-arranging and imposing order on the University’s collection of over 1,000 cartons of archived material. Under supervision of the University Archivist, Assistant will:

1. Assist the University Archivist in physically loading, maneuvering, and unloading book trucks containing up to nine 40-pound cartons of records each. 30%

2. Move and shelve cartons of records (frequently on a ladder) from one physical location to another (between Library Room 200 and lower lever archival storage).
area) while maintaining them in proper order, and remove records from the shelves in accordance to approved disposal plans and transporting them to designated disposal location. 30%

3. Sort and clean archives’ existing material and incoming materials of insects, dirt, mold, and other environmental contaminants, and re-house in appropriate enclosures and housing 20%

4. Perform accurate data entry of archival material into a computerized MS ACCESS database. Key printed text into MS Word documents. 10%

5. Ensure security standards are met and record environmental readings in upper and lower level storage areas on a daily basis 5%

6. Perform routine office tasks such as answer telephone in the absence of the University Archivist, greet visitors, fill photocopy requests, collate and staple handouts and filing, and other duties as assigned. 5%

QUALIFICATIONS

Required:

• Four-year degree in a humanities or related field
• Knowledge of all Microsoft Office applications
• Ability to lift and transport 40 pound records cartons

Preferred:

• Knowledge of ECSU purchasing, requisition, and other institutional procedures
• Knowledge of North Carolina history
ACCESS TO MATERIALS

The Elizabeth City State University Archives collections are available to all researchers on an equal basis. Terms stated in individual Deeds of Gift apply to all researchers using University Archives collections.

1. Researchers must make an appointment in advance to access archival material.
2. The staff cannot identify all materials on a given topic for mail and telephone researchers, but will assist these researchers to the greatest degree possible in determining the presence of helpful information contained in ECSU holdings.
3. Due to very limited staffing, we are unable to identify, locate, and retrieve requested materials on a walk-in basis. A telephone call or e-mail prior to visiting the collection and indicating as much detail as possible concerning a particular research interest allows us to assist patrons most effectively.
CITING ARCHIVAL HOLDINGS

Preferred citation:

Elizabeth City [NC] State University Archive, G. R. Little Library

Citations to the ECSU holdings papers typically require Record Group names and numbers and folder titles.
DUPLICATION

Elizabeth City State University Archives will consider requests for the duplication of material when such duplication can be done without injury to the material, and does not violate copyright restrictions.

No photographs or scans of any archival material may be made by patrons of the ECSU Archive. Staff members will perform all copying and duplication services.

1. The University Archivist accepts mail or telephone requests for easily identifiable items and can provide copies of print material and photographs.
2. Single photocopies will be provided for the researcher's personal reference use at fees set by the Elizabeth City State University’s G. R. Little Library.
3. Duplicates of non-print media will be provided at cost plus $5.00 and must be pre-paid.
4. Fees must be paid prior to the processing of orders.
5. Copies not picked up in person are sent via U.S. mail when paid in advance, unless the customer requests and pays for a different mailing service.
6. Returns of copied material are not accepted, and unless staff has made an error in completing an order, refunds are not made.
FAIR USE AND COPYRIGHT

Copyright restrictions apply in different ways to different kinds of materials. Many of the documents and other historical materials in the Archive are in the public domain and may be reproduced and used in any way.

1. Donors of archival material may or may not have donated their copyright interest in their papers and other historical materials to the ECSU Archives. Permission to publish must be obtained from donors who have retained their rights, or their designees.

2. There are other published and unpublished materials in the library carrying a copyright interest that must be used according to the provisions of Title 17 of the U.S. Code.
   The Archive issues a warning concerning copyright restrictions to every researcher who requests copies of documents. Although the copyright law is under constant redefinition in the courts, it is ultimately the responsibility of the researcher to properly use copyrighted materials.

3. For more information see these University of North Carolina System policies:
   - University of North Carolina System Copyright Primer: 
     http://www.northcarolina.edu/content.php/legal/copyright/PrimerOnCopyrightUse.htm
   - University of North Carolina System Fair Use Worksheet: 
     http://www.northcarolina.edu/content.php/legal/copyright/PrimerFairUseWorksheet.htm
   - United States Copyright Office information may be found at: 
     http://www.copyright.gov/
REGISTRATION FOR USE OF MATERIALS

All researchers must register on their initial visit to the ECSU Archives. During subsequent visits they must sign in each time they use the University Archives holdings.

Forms are included in the Appendix to this Policy.
COLLECTING POLICY

Elizabeth City State University Archives

STATEMENT OF PURPOSE

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• Enhancing levels of University funding through public and private sources

GUIDELINES FOR SELECTION & RETENTION

Elizabeth City State University, as one of the 16 member-institutions of the University of North Carolina System [UNCS] abides by the official Records Retention and Disposition Schedule most recently approved on June 5, 2007 by UNCS President Erskine Bowles and North Carolina Department of Cultural Resources Secretary, Lisbeth Evans. This is done in accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina.

http://www.ah.dcr.state.nc.us/records/schedules/unc_system_general_schedule.pdf

Collections and manuscripts falling outside of the scope of the official UNC System Retention Schedule will be selected for retention, accession, and preservation in the ECSU Archives primarily because of their enduring historical informational and research value. Financial limitations prevent ESCU Archives from accepting and retaining all materials.
Historical, non-institutional records currently retained or newly offered to ECSU Archives will be weighed according to selection and retention guidelines approved by the University Archives Collection Advisory Council, to be chaired by the University Archivist and whose membership will be determined by the Vice-Chancellor for Academic Affairs. This Council will make decisions based upon the following guidelines:

1. Materials to be retained or newly accessioned will generally directly chronicle the history of ECSU and the activities of the University family and community. The University Archivist will be pro-active in identifying and seeking out materials of significance.
2. Materials to be retained or newly accessioned will be of enduring historical value.
3. Historical materials retained or newly accessioned by ECSU Archives may include memorabilia, records, printed documents, books, photographic still or moving images, maps, graphic materials, various formats of audio materials, and other historically significant materials in other physical or electronic forms.
4. Materials which are designated as incompatible with ECSU collection guidelines because they are duplicates of materials we already have, they exist elsewhere in easily accessible format (interlibrary loan or on the internet), they are not relevant to ECSU history, its family or community, or because they are extremely deteriorated, will be either offered to other institutions whose needs and resources permit them to acquire such materials, or discarded in a secure manner.
5. The University Archivist will assist donors in finding a suitable repository for their items which are not compatible with the ECSU Archives selection and retention guidelines.
6. Accepted gifts will be housed in the best available environment. However, preservation, processing, indexing, and digitization of donated accessions may not occur until funds become available, either through donors’ accompanying financial gifts or other means.
7. Gifts to the University Archives are considered outright donations to be used in the best interest of the ECSU Archives.
8. Transfer of ownership and the terms of the gift will be agreed upon and stated in an official Deed of Gift, signed by both the donor and a representative of the University Archives.
9. Donations become the sole and irrevocable property of the University Archives.
10. All donor access and use restrictions and conditions will be specified only if so requested at the time of donation and stipulated in the deed of gift.
11. The historical resources of the University Archives are available for public use on the premises during regular business hours.
12. All literary rights attached to gifted materials are conveyed to the ECSU Archives, unless otherwise restricted by copyright or by the donor and agreed to by the ECSU Archives at the time of donation.
13. The Archives can assume no responsibility for abuse of literary or copyright restrictions by users of research materials.
14. De-accessioned collection items and items contained in gifts which are set aside during processing as (1) duplicates (either we own duplicates or the material exists elsewhere and is easily accessible to the public online or thru inter-library loan) (2) irrelevance (3) limited relation to ECSU history and its people, or (4) extreme deterioration, will be offered back to the original donor or his agent only if so requested at the time of donation and stipulated in the deed of gift.

15. The ECSU Archives reserves the right to offer the material to other depositories or de-accession the items in another manner if the donor wishes not to reclaim the material or cannot be located.

Donations of historical material to a public research facility may be tax deductible. However, the ECSU Archives can not appraise donations for tax purposes. It is recommended that such appraisals be done by a disinterested third party and before title to the material is conveyed to the ECSU Archives.

Criteria Checklist for Collected or Retained Material

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<tr>
<th>Date:</th>
<th>Recod Group:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor (if known):</td>
<td>Processor:</td>
<td></td>
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</tbody>
</table>

<table>
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<tr>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Included in current University of North Carolina System Retention Schedule?</td>
<td></td>
</tr>
<tr>
<td>Chronicles ECSU history, family, community, facilities?</td>
<td></td>
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<tr>
<td>during historical/research value?</td>
<td></td>
</tr>
<tr>
<td>Not duplicated in collection?</td>
<td></td>
</tr>
<tr>
<td>Not easily available online or thru interlibrary loan elsewhere?</td>
<td></td>
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<tr>
<td>In good and usable condition?</td>
<td></td>
</tr>
<tr>
<td>Deed of Gift on File or to be signed?</td>
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Disposition or Retention Plan:

DATE: ARCHIVIST
DEED OF GIFT

Donors of historical materials are individuals or organizations who give papers and records documenting personal lives and family history, or the history of organizations, such as ECSU, to institutions. At ECSU, the University Archives is administered by professional archivists and librarians who are responsible for assembling these materials and determining if they fit the needs of the ECSU collecting policy. They then preserve, arrange, and make the newly acquired collection materials available for study.

The relationship between the potential donor and a repository must be based on a common understanding of both the donor’s wishes and the ability of the repository to carry out its mission and responsibilities. Potential donors to the ECSU Archives and ECSU Archivists will review the materials being offered for donation and discuss repository policies and procedures for the care and use of donated materials. If both parties agree that the ECSU Archives is an appropriate place for preservation of the materials, both parties will complete and sign a Deed of Gift.

The Deed of Gift is a formal, legal, agreement that transfers ownership of, and legal rights in, the materials to be donated. Executing a deed is in the best interests of both donor and repository. After discussion and review of the various elements of the deed, it is signed by both the donor or donor's authorized agent, and an authorized representative of the repository. The signed deed of gift establishes and governs the legal relationship between donor and repository and the legal status of the materials.

PROCEDURES

TRAINING AGENDA

Archives Assistants and Student Assistants

I. Meet staff (brief description of their duties and responsibilities) and tour facility

II. Discuss security and confidentiality issues:
   A. Access to/security of Archive materials and information
   B. Confidentiality

III. Communication Issues
   A. How to operate the telephone system
   B. Appropriate etiquette for telephone
   C. How to record and deliver messages

IV. Personnel Issues
   A. Time sheets
   B. Project Notes
   C. Requesting time off/illness
   D. Breaks

V. Food: where to eat it, where to dispose of it

VI. Photocopying procedures overview
   A. Clippings
   B. Making copies for researchers
   C. Use of acid-free paper

VII. Computer System
   A. E-mail
   B. Microsoft OFFICE Applications
      • Word
      • Access
      • Excel
      • Power Point
   C. ECSU Internet access/policy
   D. Downloads

VIII. Reference Service
   A. Working with patrons and visitors
   B. Policies and procedures

IX. Processing
   A. Re-housing of Documents
• Re-boxing
• Re-foldering

B. Preservation Photocopying
  ▪ Paper used
  ▪ Basic Guidelines
  ▪ Unfolding and flattening documents
  ▪ Removing Fasteners
  ▪ Removing Duplicates
  ▪ Written Notations on Archival Records
  ▪ Separation of Materials
    ▪ Special media
    ▪ Printed materials

X. Review of Procedures/Policies & Question and Answers
Participation

The manner in which you complete each task you perform at the Archives reflects upon the Archives’ efforts to meet its overall goals.

Student assistants and interns should be aware of the mission and purpose of the ECSU ARCHIVES. Feel free to ask staff any questions that arise.

Welcoming the Public

We work in a building that is open to the public, and visitors often find their way into the archives area. Making students and guests feel welcome takes priority over anything else. Researchers will be using the reading room during the summer as well as during the school year. When guests or researchers are present, personal conversations need to take place elsewhere.

Work Schedules

The supervisor, in consultation with the employee or student assistant, sets work schedules. This process ensures that both the student and the supervisor know which hours the individual is expected to work.

Understandably, changes in your schedule may occur due to illnesses or emergencies.

Any changes in posted work schedule must be reported to the supervisor in person or by telephone.

Documentation of Hours

Student assistants must record all work hours on individual time sheets and in individual’s notebook at the end of each work day, along with a short summary of the day’s work activities.

Pay sheets must be signed by the supervising archivist.

After having your timesheet signed by your supervising archivist, make a copy. The original goes to the Administration and the copy goes to your folder in Archivist’s office.

Personal Items

When you report for work each day, please place all personal items, including backpacks, purses, coats, etc. in the space designated for your use.
The temperature in the Archives is set between 68-74F for archival purposes. This may prove cool for some people so you may wish to keep a sweater at work.

No food is allowed in your work area. Water must be in covered containers and preferably placed on the floor.

**Workplace Attire**

Wear comfortable clothes that are appropriate for working in a public place. We prefer that assistants dress as they would in an “office casual” environment. We will discuss inappropriate dress with assistants who choose unprofessional attire.

**Cell Phone Use**

Cell phones may not be used in the Archives work areas or Library study areas. Please shut your phone off when you come to work and check your messages on your break.

**E-Mail Policy**

E-mail accounts are established for the purpose of receiving networked documents. Check your personal e-mail and correspond with friends on your break. All ECSU e-mail policies apply to students and assistants.

**Handling Archival Materials**

1. When in doubt, always ask questions.
2. Never use ink.
3. Always keep hands and work area clean and free from contaminants (food, hand lotion, and drinks)
4. Never apply anything to archival materials that is permanent in nature, i.e., ink, adhesives, labels, tape, unless specifically directed by an archivist.
5. Do not use post-it notes on photographs or permanent documents. They leave an adhesive residue on the material.
6. Manuscripts and books must not be leaned on, written on, folded, traced over, or handled in any way that may damage them. All manuscripts must be kept on the surface of the table.
7. Be aware of the environment of the archives and alert to changes that might indicate trouble. If you notice unusual smells or signs of impending disaster such as leaky pipes, smoke, insects, or rodents, notify an archivist.
8. Never take it upon yourself to make decisions regarding the condition or treatment of archival papers and artifacts. Bring anything that seems to need special care to the attention of an archivist, and always be alert for materials that seem out of the ordinary in any way.

9. At the end of the work period, place all manuscripts or photographs back into folders and boxes. Do not leave archival materials unprotected at your workspace.
APPENDIX

I. Archivists’ Code of Ethics

Preamble

The Code of Ethics for Archivists establishes standards for the archival profession. It introduces new members of the profession to those standards, reminds experienced archivists of their professional responsibilities, and serves as a model for institutional policies. It also is intended to inspire public confidence in the profession.

This code provides an ethical framework to guide members of the profession. It does not provide the solution to specific problems.

The term “archivist” as used in this code encompasses all those concerned with the selection, control, care, preservation, and administration of historical and documentary records of enduring value.

I. Purpose

The Society of American Archivists recognizes the importance of educating the profession and general public about archival ethics by codifying ethical principles to guide the work of archivists. This code provides a set of principles to which archivists aspire.

II. Professional Relationships

Archivists select, preserve, and make available historical and documentary records of enduring value. Archivists cooperate, collaborate, and respect each institution and its mission and collecting policy. Respect and cooperation form the basis of all professional relationships with colleagues and users.

III. Judgment

Archivists should exercise professional judgment in acquiring, appraising, and processing historical materials. They should not allow personal beliefs or perspectives to affect their decisions.

IV. Trust

Archivists should not profit or otherwise benefit from their privileged access to and control of historical records and documentary materials.

V. Authenticity and Integrity
Archivists strive to preserve and protect the authenticity of records in their holdings by documenting their creation and use in hard copy and electronic formats. They have a fundamental obligation to preserve the intellectual and physical integrity of those records.

Archivists may not alter, manipulate, or destroy data or records to conceal facts or distort evidence.

VI. Access

Archivists strive to promote open and equitable access to their services and the records in their care without discrimination or preferential treatment, and in accordance with legal requirements, cultural sensitivities, and institutional policies. Archivists recognize their responsibility to promote the use of records as a fundamental purpose of the keeping of archives. Archivists may place restrictions on access for the protection of privacy or confidentiality of information in the records.

VII. Privacy

Archivists protect the privacy rights of donors and individuals or groups who are the subject of records. They respect all users’ right to privacy by maintaining the confidentiality of their research and protecting any personal information collected about them in accordance with the institution’s security procedures.

VIII. Security/Protection

Archivists protect all documentary materials for which they are responsible and guard them against defacement, physical damage, deterioration, and theft. Archivists should cooperate with colleagues and law enforcement agencies to apprehend and prosecute thieves and vandals.

IX. Law

Archivists must uphold all federal, state, and local laws.

Approved by the SAA Council, February 5, 2005
II. FORMS

REGISTRATION FORM

FOR USE OF ALL MATERIAL

ELIZABETH CITY STATE UNIVERSITY ARCHIVES
G.R. Little Library
Elizabeth City, North Carolina 27909

Full Name ________________________________________________________________
(Please Print)

Local Address __________________________ Local Phone _____________________

Permanent Address ______________________________________________________
________________________________________________________________________

Institutional status or occupation _________________________________________

ECSU ID#_____________ Drivers license#________________ State_______

Other ID _________________________________________________________________

Description of proposed Research: ________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Anticipated final product of research (e.g. article, book, etc.):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

In consideration of my being granted permission to examine materials on the terms set
forth below, I agree to indemnify and hold harmless the
Elizabeth City State University, its officers, employees and agents from and against all
claims and actions arising out of my use of the materials.

I also warrant that I have read the policies listed below governing the use of the materials
and I agree to abide by them. Failure to comply with these rules may result in the denial
of access to the collection.

____________________________________ (Signature of researcher)  (Date)

____________________________________ (Signature of ECSU Archivist)  (Date)

I give permission to the Elizabeth City State University to inform other researchers of
my research topic. Please initial: ______ (yes) ______ (no)
Return to:
Archivist
G.R. Little Library
Elizabeth City State University
Elizabeth City, North Carolina

PREFERRED CITATION

The preferred citation for materials in this collection is:

Elizabeth City [NC] State University Archive, G. R. Little Library

NOTE: Citations to the ECSU holdings papers typically require Record Group names and numbers and folder titles.

PERMISSION TO EXAMINE

Permission to examine material will be granted to researchers upon completion of the application form and agreement to abide by the following policies governing the use and protection of materials:

1. All briefcases, purses, coats and personal articles are to be deposited in the space provided. The Elizabeth City State University Archives is not responsible for any personal items which are lost or stolen.
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<th>Name of Collection</th>
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DEED OF GIFT, page two

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## ECSU ARCHIVES

### INSPECTION FORM

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