

**ELIZABETH CITY STATE UNIVERSITY  
G. R. Little Library Archives Policy**

**Preamble**

The policy of the Elizabeth City State University's University Archives is in place to ensure equal and open access to collections, while at the same time preserving and maintaining the unique records, images, and artifacts which under our stewardship, using the best practices available. The ECSU University Archives' policies are intended to be in accord with the Society of American Archivists Code of Ethics. The Archives policy covers the conditions for access and use of materials and facilities, as well as criteria for the collection, retention and disposition of materials. This policy is subject to review. The Elizabeth City State University [ECSU] Archives was established in 1971 in order to collect, preserves, describe, display, and encourage use of:

- a. The organized body of permanent institutional records created or received in connection with the transaction of University affairs, and
- b. 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.

**1. Archives Mission**

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

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

**2. Categories of Archival Materials**

- A. 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
- B. 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)

### **3. Access to Materials**

Elizabeth City State University allows access to its archival collection

- A. 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.

### **4. Duplication**

- A. 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.
- B. 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. The University Archivist accepts mail or telephone requests for easily identifiable items and can provide copies of print material and photographs.
- C. 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.
- D. Duplicates of non-print media will be provided at cost plus \$5.00 and must be pre-paid.
- E. Fees must be paid prior to the processing of orders.
- F. 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.
- G. Returns of copied material are not accepted, and unless staff has made an error in completing an order, refunds are not made.

### **5. Fair use and Copyright**

- A. 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.
- B. 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.

- C. 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.

- D. For more information see these University of North Carolina System policies:
  - 1. University of North Carolina System Copyright Primer
  - 2. University of North Carolina System Fair Use Worksheet
- E. United States Copyright Office information may be found at [WWW.copyright.gov](http://WWW.copyright.gov)

## **6. Registration for use of materials**

- A. 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.
- B. Forms and Guidelines for use of materials are included in the Appendix to this Policy

## **7. Collecting of Archival Materials**

- A. The ECSU Archives promotes the educational, scholarly, fiscal, and service missions of ECSU in the following ways:
  - 1. Identifying and preserving essential institutional records
  - 2. Supporting teaching and enhancing the curriculum as appropriate via the use of collection materials
  - 3. Facilitating the research of the faculty, students, and other scholars through presentation and use of archival materials in classroom or other instructional settings
  - 4. Facilitating preparation for graduate studies by increasing undergraduate student exposure to primary sources and historical research methods
  - 5. Enhancing levels of University funding through public and private sources
- B. Guidelines for selection and retention
  - 1. 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.

2. 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 Archive primarily because of their enduring historical informational and research value. Financial limitations prevent ECSU Archives for accepting and retaining all materials.
3. 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:
  - a. 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
  - b. Materials to be retained or newly accessioned will be enduring historical value
  - c. 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.
  - d. 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.
  - e. 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.
4. 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 donor's accompanying financial gifts means
5. Gifts to the University Archives are considered outright donations to be used in the best interest of the ECSU Archives.
6. 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.
7. Donations become the sole and irrevocable property of the University Archives.

8. 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
9. The historical resources of the University Archives are available for public use on the premises during regular business hours.
10. 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
11. The Archives can assume no responsibility for abuse of literary or copyright restrictions by users of research materials.
12. 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.
13. 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.
14. Donations of historical material to a public research facility may be tax deductible. However, the ECSU Archives cannot 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.