

Yavapai College Archives Guidelines

The Yavapai College Archives located in the Boyd Tenney Library on the Prescott Campus acquires and preserves items that document college history from its founding in 1966 to the present. Items collected include YC school newspapers, newspaper clippings about the college, District Governing Board and Faculty Senate meeting minutes, NCA Accreditation Reports, oral histories, photographs, memorabilia, and college publications.

HOURS:

The archives has the same open hours as the library.

REGISTRATION:

All researchers are requested to register per daily use, providing their name, contact information, signature, and research topic.

GUIDELINES FOR USING MATERIALS IN THE ARCHIVES

1. Coats and carryalls (backpacks, briefcases, etc.) are not permitted in the archives. Arrange with archivist for storage.
2. No ink of any kind may be used with the archival materials; use pencils only. Laptop computers and digital cameras may be brought into the archives. No hand-held scanners are permitted.
3. Tobacco products, eating, and drinking are prohibited when using archival materials.
4. All archival materials must be handled carefully: only two boxes of materials may be in use at one time. Use only one folder from a box at a time and keep the papers in their existing order.
5. Do not place opened books or volumes face down. Do not lean or press on archival materials. Do not trace materials.
6. Gloves, provided by the archivist, must be worn when handling photographic materials.
7. Do not reshelve items; place materials on the cart in the archives.
8. It is the researcher's responsibility to obtain copyright clearance to publish or otherwise reproduce or distribute archival material.
9. If publishing material from the archives, please credit Yavapai College.
10. Archival materials are for in-library use only.

PHOTOCOPYING:

Unless restricted or protected by copyright conditions, photocopies of material will be supplied for research purposes at the rate of 10 cents per page for black & white. Although there is no precise limit on the number of pages, it may not be possible to fill an order on the day requested, and the archivist reserves the right to carry out the work over a period of time.

Users requesting digital copies of photographs, sound recordings, or moving image materials should consult with the archivist about terms/conditions and fees.

REFERENCE SERVICES

Reference requests may be received via e-mail, telephone, letter and personal visit. Reference requests from current YC faculty, staff, and students are filled before those of alumni and the general public. For requests sent by email, letter or phone, no more than 30 minutes may be devoted to research that topic. If the request cannot be fulfilled in 30 minutes, the individual will need to do the research in person at the archives.

REGISTRATION FORM
Yavapai College Archives

Date: _____

Name: _____

Email: _____

Phone: _____

Research Topic: _____

I have read the guidelines for use of materials in the Yavapai College Archives and agree to abide by them.

Signature
