

Temple University Libraries Policy for Access to Archival and Manuscript Collections, Conwellana-Templana (University Archives) Collection

Background

Temple University has not designated an official University Archives. Nevertheless, since the late 1950s, the Conwellana-Templana Collection of the Temple University Libraries (designated "the Archives" below) has served as the unofficial archives, receiving deposits of trustee minutes, Presidential files, files from all schools except Law, and many University offices.

The Archives has actively collected University records, personal papers relating the University, records of auxiliary organizations, and Temple University theses and dissertations.

General Policies

By publishing guides, inventories, and other finding aids, the Archives informs potential users of its offerings. By reporting holdings to union catalogs and national databases, the Archives offers this information to scholars across the nation and the world in the interests of scholarship. With this goal in mind, the policy of the Archives is to collect materials with as few limitations on their use as is consistent with the law, the requirements of their depositors, privacy requirements, the proprietary interests of the University, and the physical protection of the items themselves. Within these limitations and in conformance with the [Standards for Access and Code of Ethics of the Society of American Archivists](#), the collections of the Archives are open to all researchers regardless of status or affiliation.

Limitations on Use of Collections

A. Content Limitation

1. Materials for General Distribution

By definition, these are materials that at some time in the past were approved for distribution to the public or were otherwise widely distributed. There is no limitation on their use.

2. University Records and Files (including auxiliary organizations)

Records and files often have limitations placed on their access by the depositing offices. These materials may be used only in accordance with

those limitations. Where the limitation requires permission of the depositing office for use of the materials, permission may be given only by the current holder of the office. If the office no longer exists, resort will be to the successor office (if any) or, as a last resort, to the next higher level in the hierarchy.

3. Personal Files

Individuals sometimes place limitations on the use of their materials deposited with the Archives, often for reasons of personal privacy. The Archives staff attempt to negotiate the least restrictive limitations agreeable to the donor. The limitations negotiated will be honored.

4. Temple University Theses and Dissertations

Archival copies are available for unrestricted internal use.

B. Physical Limitations

Depending upon the physical condition of items in any collection, the Archives reserves the right to set appropriate limits on use to preserve documents. These limits may be placed in addition to limitations imposed because of the content of the collections.

Limitations on Reproduction of Materials

Photocopying or other reproduction may be limited for reasons of preservation, legal or donor restrictions, or other collection concerns. There are limitations, also, on copying all or substantial parts of a record group. Microfilming, photography, or other appropriate reproductive processes may be required in lieu of photocopying or taping.

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