The Parkland College Archives and Special Collections are unique collections that document the history of Parkland College. Their irreplaceable and often fragile condition requires careful monitoring and handling.

The Parkland College Archives has created access guidelines designed both to help preserve materials and to streamline the researching process, thus ensuring that these records will remain available for future researchers. Access to materials is conditional upon adherence to these regulations.

ACCESS TO MATERIAL: Archives access is available to Parkland College faculty, staff and enrolled students as well as alumni and public researchers. Access is by appointment only. Some archival material has access restrictions for reasons of confidentiality or condition. For the protection of its collections the Archives also reserves the right to restrict the use of records which are unprocessed, records of exceptional value and fragile records.

No materials from the collections will be issued to anyone who cannot present valid photo identification and who does not complete a registration form. Each researcher must complete a “Researcher Registration” form in order to provide positive identification, and to assist the archivist in locating potentially useful sources. Signing the registration form signifies that you have read the rules and procedures in this document governing the use of the Parkland College Archives. Registration forms last for one fiscal year.

CIRCULATION OF MATERIAL: Archive materials do not circulate and cannot leave the Archives facility. Materials from the collections are to be used only in the Reading Room.

RULES FOR USE OF THE MATERIAL:

1. No food, drink, or gum is allowed while using archival material.

2. Place coats, purses, book bags, backpacks, and other personal items in staff office. Laptop computers may be used in the Reading Room.

3. Marking, folding, or removing any archival material is not allowed. Pencils only may be used for note taking; pens may not be used.
4. Initial your container list, provided to you by the archivist, as you receive each box.

5. Material should be kept in its original order, in the folders in which it is supplied, and handled carefully. Remove one item or folder at a time and flag its location with the markers provided.

6. Work slowly and carefully to prevent records from being crumpled, torn, or broken. Wear the cotton gloves provided when working with photographs.

7. Return material to the box before leaving the reading room and check out with the archivist.

8. Patrons may bring digital cameras into the reading room and take images for research purposes, excluding any materials that may be restricted by donors or other rights holders.

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