

Access to Materials

The University Archives is located on the 5th floor of the Albert B. Alkek Library. Reference services and archival resources are available to both the campus community and the general public. The Library's 5th floor is a quiet study floor; out of respect for those studying, please do not hold conversations on the open floor.

While some information may be available on a walk-in basis, research appointments are strongly encouraged because many materials require up to 48 hours to retrieve from storage. To request a research appointment, e-mail UnivArchives@txstate.edu. Appointments are generally available Monday – Friday from 8:00am-5:00pm, but hours may vary depending on staff availability.

To ensure the accessibility, security and preservation of records, the University Archives has established regulations for the reading room. All researchers must agree to comply with the regulations prior to using archival materials. Failure to follow the regulations will result in limitation or loss of reading room access and services.

General Guidelines

- All University Archives material must be used in the reading room; the material may not be checked out or used in another part of the library.
- All researchers must register and present valid identification.
- Researchers must agree to follow all reading room policies and regulations, as they are designed to protect our archival materials from damage.
- Phone conversations should be taken out of the archives and into the enclosed library stairwell (the 5th floor is a quiet study floor).
- Pencils and paper are provided for taking notes.
- Laptop computers are allowed.

Reading Room Restrictions

- No food or drink is allowed in the reading room.
- Only pencils, note paper, and laptop computers may be used at the table when conducting research. All other items must be stored before research begins.
- Depending on the materials being used for research, the archivist may allow personal electronic devices such as phones and cameras at the research table. All phones must be switched to silent mode when in the Archives.
- All notebooks, binders, briefcases, satchels, backpacks, purses, pocketbooks, coats, or jackets must be stored with the reading room attendant prior to working with any archival materials. We are not responsible for the security of personal property, so please consider bringing only what is needed to conduct research.
- No pens or markers are allowed.

Access and Use Regulations

University Archives, Texas State University

Page 2

Handling Materials

- Use care when handling archival material, as this material is unique and often fragile.
- Researchers may use only one box at a time.
- Archives staff will deliver each box during your research.
- Allow archives staff to move and refile oversized materials to minimize potential damage.
- Take care to keep documents in the same order in which they were delivered. It is important to maintain the original order of the materials.
- Keep items flat on the table at all times. Handle items by the edges as much as possible, giving them appropriate support so as not to bend them unnecessarily.
- Use only pencil and the provided paper when taking notes.
- Place any note paper directly on the table when taking notes. Do not write on top of the archival material, as the pressure of the pencil may leave an impression on the pages underneath and cause damage to the material.
- No marks are to be added to or erased from collection material, including the folders in which items are housed.
- Notify staff if assistance is needed with removing items from housing, if anything looks amiss, or if there are any other concerns about the material.

Copies/Scans

- Material may not be duplicated by the patron using personal cameras, scanners, or other devices unless permission is granted by the Archivist. Decisions are made on a case-by-case basis.
- Material deemed fragile may have use or copy/scan restrictions imposed. If fragile materials have been digitized, patrons are asked to use the digital versions to help reduce physical damage to the originals.
- Any theses and dissertations held in the University Archives are designated as preservation copies; no scans, copies, or photographs are allowed. Patrons may not use personal cameras, scanners, or other devices to reproduce pages from theses or dissertations.
- Copyright restrictions apply to archival material and patrons must adhere to U.S. Copyright law.
- Any requested copies or scans will be made by University Archives staff, pending review of any copyright restrictions.
- Copy/scan charges may be assessed based on staff time requirements, resource costs, and intent to publish or to use materials for commercial purposes.