

SOUTHEAST UTAH GROUP

GUIDELINES FOR THE USE OF ARCHIVAL AND MUSEUM COLLECTIONS

The following guidelines apply at Southeast Utah Group regarding use of the park's museum collections and archives. It should be noted that these resources are separate from the park's library, which is managed by the Division of Interpretation.

It is the policy of the National Park Service that its museum collections and archival resources be available for educational and scholarly purposes. The Service is also charged with managing these resources for optimum preservation. To minimize impact on these collections it is necessary to regulate access to the materials.

Availability

The museum collections and archives are open by appointment only. Park staff must contact the Park Collections Manager(s) for assistance with access. The museum collections and archives are "non-lending," and the materials will remain in the building. Exhibits are on display at certain parks; the museum storage room does not have a display area and therefore is not appropriate for tours of any kind.

For non-staff users a completed **RESEARCH APPLICATION** is required. The park should be contacted in advance to assure assistance is available upon arrival. Access will not be granted on weekends.

All materials must stay within the study areas provided within the collection management facility. The size and location of these areas may vary according to the time of year, requests from other researchers, and staff available. Only one researcher is allowed at a time due to limited space. The researcher may bring only those materials needed for research into the assigned study area, no bags or coats allowed. Smoking is not allowed in the building. Food and drink are not allowed in the study areas.

Registration

The **Guest Register**, used to record access to museum and archival collections, must be signed when the collections are used by staff or non-staff members. Non-staff researchers are required to complete a **RESEARCH APPLICATION** (attachment on webpage). These forms will be retained indefinitely for statistical analysis and as a permanent record of collections use. A new application is required for each research project, and must be renewed each calendar year.

As part of the registration process, the researcher will be given a copy of these procedures to review and sign, thereby indicating his/her agreement to abide by them.

Use of Archival Records and Manuscripts

The Archives user is responsible for the careful handling of all materials made available. Remove only one folder from a box at a time. Do not remove or alter the arrangement of materials in the folders. Maintaining the exact order of materials in a folder and folders within a box is of singular importance. If a mistake in arrangement is discovered, please bring it to the attention of museum staff. Do not re-arrange material yourself.

Marks on documents may neither be added nor erased. Materials may not be leaned on, written on, traced, folded, or handled in any way that may damage them.

Only pencils may be used for note-taking. The use of pens of any kind is prohibited. Computers may be used for note-taking if provided by the researcher.

Due to limited space, only one researcher can access the collection at a time.

Duplication

The park will consider requests for limited reproduction of materials when it can be done without injury to the records and when it does not violate donor agreements or copyright restrictions. Depending upon the number of copies requested, there may be a charge for scanning.

Copyrights and Citations

Certain materials in the parks' collections may be protected by the U.S. Copyright Law (Title 17, U.S. Code), or restricted by NPS gift or purchase agreements, donor restrictions, privacy and publicity rights, licensing and trademarks.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." The National Park Service is not legally liable for copyright, privacy, or publicity infringement when materials are wrongfully used after being provided to researchers for "fair use." SEUG reserves the rights to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

The researcher must obtain permission to publish, exhibit, perform, reproduce, prepare derivative works from, sell or otherwise distribute the item from the holder of the original copyright. SEUG possesses physical property rights through ownership of the materials. However, copyright may reside with the individual or corporate body responsible for the materials, or with the estate. Permission to reproduce or publish from these collections must be secured by the researcher from the copyright holders. The researcher accepts full legal responsibility for observing the copyright law, as well as the laws of defamation, privacy, and publicity rights.

All published images must be accompanied by the park's credit line: (Photo: Courtesy of [Name of the Park]/ [Name of Photographer] or [Collection or Catalog Number]) i.e., (Photo: Courtesy

of Arches NP/ Lloyd Pierson) or (Photo: Courtesy Canyonlands NP/CANY 486). You may abbreviate the name of the park if the full name and abbreviation are identified elsewhere in your publication. Suggested abbreviations for each park are as follows:

Arches National Park—ARCH, ARCH NP, Arches NP

Canyonlands National Park—CANY, CANY NP, Canyonlands NP

Hovenweep National Monument—HOVE, HOVE NM, Hovenweep NM

Natural Bridges National Monument—NABR, NABR NM, Natural Bridges NM

When citing items from the collection in bibliographies or notes, please use the preferred citation: Southeast Utah Group Archives, NPS.

The footnote or endnote should include all known elements of the manuscript and collection:

[Creator Name] [Title or description of document] [Date created] [Collection Name or Unique Identifier] [Series or box number, folder number, or item number]. Southeast Utah Group Archives, NPS.

Information obtained from the park museum collections must be properly cited, in both publications and unpublished papers. The citation should read:

"(object name and catalog #) in the collection of Southeast Utah Group. Photograph courtesy of the National Park Service."

Restrictions on Use

The use of certain materials may be restricted by statute, by the creator, or by the donor. For the protection of its collections, the park also reserves the right to restrict access to material which is not fully processed, or is exceptionally valuable or fragile, or to information that may be restricted or confidential in nature.

Responding to Off-Site Reference Inquiries

It is the responsibility of the park archives staff to attempt to answer inquiries received by letter or email within at least 20 days from the date of receipt. Clearly, the extent to which this reference service is undertaken will depend upon availability of staff time and the nature of the question. The receipt of written inquiries will be acknowledged by email if a full response cannot be provided promptly. The staff must set time limits for answering research questions, so researchers are encouraged to use the collections in person.

A record of all research inquiries will be maintained. Such a record is useful for security, and compiling statistics on research use of the collection. Use of the collections by park staff will be included in these statistics.

Guidelines for Handling Museum Collections

HANDLING MUSEUM COLLECTIONS MAY BE HAZARDOUS.

Archeological collections contain broken glass and sometimes rusty metal items with sharp edges. Historic material may retain chemical or biological contamination. Natural history collections contain chemical preservatives and possible biological contamination. Archival collections may be contaminated with mold, insects, and vermin droppings, or may contain asbestos or cellulose nitrate film. Use caution in handling collections, and wear gloves when requested to do so.

Curatorial personnel will retrieve and replace material for anyone using the collections. Direct access to material may be restricted if the object is very fragile.

Do not remove materials from storage packaging with out the permission and assistance of the curatorial staff. The packaging is necessary to prevent damage and deterioration of the specimen, and to protect the researcher from potential injury.

Always handle objects with clean hands. Use white cotton gloves when handling metal, photographs, paper, and leather objects; washed white duck gardener's gloves may be required for heavy objects.

Do **not** use white cotton gloves when handling glass or other objects with slippery surfaces, very heavy objects, or items with friable or brittle surfaces.

Don't pick up anything before you have a place to put it down and your path to this place is clear.

Look over an artifact before lifting it to see how it is stored and to observe any peculiarities of its construction, fragility, etc. If an object is made in separable sections, take it apart before moving it. Do not attempt to carry heavy or awkward objects alone. Never carry more than one object at a time, and be particularly careful with long objects.

Except for small items, always grasp an object with two hands, and grasp the largest part or body of the object.

Slide one hand under fragile items as you lift them.

If an artifact has a weak or damaged area, place or store it with that area visible.

Special Objects

Mounted herbarium specimens should be laid on a flat surface and the folder cover and specimens handled gently taking care not to bend the sheets or touch the actual specimen.

Pinned insect specimens should be handled as little as possible, and then handled by the pin. Avoid bumping and strong drafts when handling these specimens.

Skulls and skeletons should be kept in their jars or containers while examining.

Ceramics and baskets should be supported from the bottom, never lifted by the rim or handles.

Photographs, transparencies and negatives should be handled by the edges, and should remain in protective mylar sleeves whenever possible. White gloves should always be used when handling photographs.

Unrolled textiles should be broadly supported from underneath rather than by holding from the edge.

Reporting Damage

Please report any damage you observe or cause to specimens.

Behavior

Food, beverages, smoking and pets are not allowed in the storage or study areas.

Staff members are responsible for the behavior of any person accompanying them into the collections.

No minors are allowed in the archives or collections storage. Due to space limitations and a lack of a reading room, only one person can do research at a time—children may not accompany a researcher for this reason.

I have read and understand the above policy.

Name: _____

Date: _____