

Procedures of Access to the Archives and Special Collections

1. To insure access to the Archives and Special Collections, all researchers need **an appointment** made solely with the Archivist.

Drop-in researchers are welcome if the archives are open, and, the Archivist is available.

2. No permission to access materials from the Vault may be given by anyone except

the Archivist, or,
the Dean of the Library, or,
the dean's designee.

3. If the Archives & Special Collections are closed when an unscheduled researcher arrives, access to the vault violates the insurance and security policies of Regis University, unless permission is given by

the Archivist, or,
the Dean of the Library, or,
the dean's designee.

No one else may promise access or open the vault.

4. The Archives and Special Collections are closed if the archivist is out of the office. If the archivist is on vacation, or, on sick leave

An email will be posted to library faculty and staff,
A phone message left on the Archivist's voice mail.