



ARCHIVAL ACCESS, INQUIRIES, AND USE POLICIES

ACCESS

The University of the Arts Archives provides access to its physical collections, as well as our digitized items available through the UArts Digital Collections website, in order to educate those interested in the history of our institution. We are open to students, faculty, staff, and researchers who would like to learn more about our unique past. Physical materials are non-circulating, are stored in restricted access stacks, and must be accessed with assistance from the archivist. All researchers must observe the *Regulations for Use* (see below) of the archives.

Digital Collections

A large number of the Archives' photographs and publications (i.e., annual reports, school catalogs, commencement programs, newsletters, and exhibition catalogs) have been digitized and made available on the [UArts Digital Collections](#) website in the Archival University Publications and Archival Photographs collections. Most administrative records have not been digitized due to their volume, as well as privacy issues and other restrictions. Researchers are instead encouraged to search those collections through [finding aids](#).

Finding Aids

According to the Society of American Archivists, a finding aid is a "single document that places the materials in context by consolidating information about the collection, such as acquisition and processing; provenance, including administrative history or biographical note; scope of the collection, including size, subjects, media; organization and arrangement; and an inventory of the series and the folders."¹

Researchers can access the University of the Arts Archives' finding aids through the UArts Digital Collections under [Archival Finding Aids](#).

INQUIRIES

Researchers, please note: We do not currently maintain the personal papers of individual administrators, alumni or faculty members. Similarly, we do not collect faculty and staff employment records or any student records. Archival documents do not constitute official records of graduation or even attendance. Official confirmation of attendance, degrees earned, etc., must be obtained from the UArts Registrar. **Researchers looking for information on former students should first**

¹ Society of American Archivists. (2018). Finding aid. *Glossary of archival and records terminology*. Retrieved from <https://www2.archivists.org/glossary/terms/ff/finding-aid>.

contact the UArts Registrar at registrar@uarts.edu.

Requests for archival information or research will be accepted only in writing via email and may require about a month's time for a reply. If you wish to continue your research by viewing a collection in person, you must make an appointment with the archivist directly. When making a research request, please provide as much information as possible regarding your question. This can include specifics such as dates, college name[s], where you previously found information, and any prior knowledge you might have on the subject.

Please submit archival inquiries in writing to:

Sara MacDonald
Public Services Librarian
The University of the Arts Libraries
320 S. Broad St.
Philadelphia, PA 19102
smacdonald@uarts.edu

Lillian Kinney
Cataloger/Archivist
The University of the Arts Libraries
320 S. Broad St.
Philadelphia, PA 19102
likinney@uarts.edu

REGULATIONS FOR USE

Handling of Materials

What makes archival collections different from their library counterparts? Archives are different from the types of collections you see on a library shelf because they are not mass produced and are often “one of a kind,” therefore making them irreplaceable and valuable to a collection.² As such, archival repositories have [rules for the proper handling of materials](#), in order to ensure the continuing preservation of their content and format. The University of the Arts takes special care in housing the archival collections with respect to archival standards. Therefore, collections are not to be browsed and may only be accessed in their physical forms by appointment only.

Visitors to the archives must abide by the [Prohibited Items list](#). If you happen to have any of these on your person at the time of arrival, they can be stored by library staff.

Copy Work

Any photocopy requests of archival materials that are unavailable through the Digital Collections website must be approved by the archives staff and all copying done only by staff members. To avoid damaging any materials, the archives staff reserves the right to decline photocopying fragile bound items. Staff also reserves the right to decline the copying of items protected by copyright or intellectual property laws, as well as any other restrictions stated in archival or records retention policies.

² Pugh, Mary Jo. (2005). *Providing reference services for archives & manuscripts*. Chicago: Society of American Archivists, pages 15-16.

Publication

If you wish to cite materials from the University of the Arts Archives within a publication, you must complete the following [permission form](#) and abide by the stated rules within the agreement.

Proper citation of archival materials should include author, title, date, and collection information; as well as an acknowledgement that the materials are held by the University of the Arts' University Libraries.

(Last Update: January 2019 by Lillian Kinney)

I have read and understand the *Archival Access, Inquiries, and Use Policies* for the University of the Arts' archival materials and agree to abide by these rules.

I understand that failure to comply with these rules may result in denial of access to the collections.

Signature

Date