

## Access Policy

The Bryn Mawr Archives ("the Archives") is a private collection of materials owned by the Bryn Mawr School. Access to the Archives, other than by school personnel who work there, is limited to individuals who have been granted specific permission to view the private materials. Permission to review material in the Archives and use archived material is granted only upon agreement to the following conditions. No material may be removed from the Archives without permission of the Archivist. Because the use of certain materials is restricted by law, by reason of their origin or by donors, review or use of any material in the Archives is subject to the approval of the Archivist.

- Use of records which are not processed or are being processed, records of exceptional value and fragile documents may also be restricted
- If material is subject to a copyright, it may not be used without the consent of the owner of the copyright or his/her legal successor.
- Departmental or Administrative records may not be quoted, paraphrased or used in any way without the consent of the Head of the School or his/her designee.
- No record or photograph, nor any part of a record or photograph, contained in the Archives may be cited, paraphrased, published, or reproduced without the prior written authorization of the Head of School or his/her designee.
- Those who use the Archives are required to provide a copy of any material created through use of Archival records to Bryn Mawr School at no charge to the School.
- The use of material obtained from the Archives shall be in conformity with the law.
- Those who use the Archives shall indemnify the Bryn Mawr School and hold it harmless from any claims arising out of use of material from the Archives
- The terms of this written policy cannot be modified except in a written agreement signed by the Archivist or the Head of School.

Bryn Mawr School's archival records will normally remain closed for a maximum period of twenty years from the date of their creation (the date on which each document was written) unless the office of origin has designated a shorter period. The only records that are restricted for a different period are:

- Trustee and Trustee Committees minutes - restricted for 75 years.
- Faculty minutes and records of Faculty Committees reporting to the faculty - restricted for 20 years except for members of the faculty or administration.
- Records of committees reporting only to the administration - restricted for 20 years.
- Alumni records and Personnel records - restricted for 75 years

Access to certain other records may be restricted by law regardless of time passage.

Some records may never be released.

During the restricted period the records will be available only to the office of origin and the Archives staff. Consideration will be given for access by others when a written request is presented to the Archivist, and a written approval has been obtained from the appropriate school offices now responsible for the function performed by the office of origin.

The records of the school will be made available in accordance with the rules and regulation of the school Archives. Access to Archival material does not imply or infer permission to use, copy or quote said material in any manner. Please refer to the Use Policy for those permissions.

## Use Policy

### **PERMISSION TO EXAMINE**

Permission to examine material will be granted to researchers upon completion of the Application for Use and agreement to abide by the following guidelines. Permission is granted subject to all restrictions placed on the material by Bryn Mawr or the donor.

### **NON-DISCLOSURE OF CONFIDENTIAL INFORMATION**

Researchers using unprocessed collections may come in contact with records that contain private or restricted information about individuals or organizations. Please bring any such records to the attention of the Archivist immediately. It is important for you to understand that you may not convey this information to anyone by any means.

### **PROTECTION OF MATERIAL**

Researchers are responsible for safeguarding material made available to them. Researchers may not remove material from the Archives or rearrange its order. Pencils only may be used. Material should not be leaned on, written on, folded, or handled in any way likely to damage it.

### **PERMISSION TO PUBLISH**

Permission to examine material is not authorization to publish it. Separate written application for permission to publish needs to be made to the Archivist. Researchers who plan to publish their work should inquire about restrictions on publication before beginning their research. To the extent that it may properly do so, Bryn Mawr School will ordinarily grant publication rights to applicants. In granting permission to publish, Bryn Mawr School does not surrender its own right to publish any of the material from its collection or grant permission to others to publish material. If permission to publish is granted, the location of the cited material shall be indicated in the published work. A copy of all publications that rely on material in the Bryn Mawr Archives should be presented to the Archivist as soon as the work is published. Bryn Mawr School does not assume any responsibility for copyright infringement of material for which the copyright is held by others.

### **PHOTODUPLICATION**

The Archivist will consider duplication and requests on a case by case basis.

# Copyright and Citations

## **COPYRIGHT**

The Bryn Mawr Archives assumes no responsibility for infringement of copyright. Researchers assume full responsibility for any legal questions that may arise as the result of their use of materials in the collections.

Copyright in records created in the course of School business is held by Bryn Mawr School. Permission to reproduce School records may be requested by contacting Archives staff at [archives@brynmawrschool.org](mailto:archives@brynmawrschool.org).

The Bryn Mawr Archives does not require that researchers request permission to quote from material or publish images of published material (books, woodcuts, engravings) or from most unpublished material (manuscripts, letters and drawings) in its collections nor does it charge fees for such activities.

## **HOW TO CITE ARCHIVAL SOURCES**

Citations to records and papers held by the Bryn Mawr Archives should indicate clearly the source of materials used. Proper citation helps both the researcher who may wish to see records a second time and the Archives staff who may be asked to locate complete texts of cited documents. Listed below are examples of suggested citation formats for unpublished materials to be recorded in footnotes and bibliographies. There is no one correct way to cite material in the Archives, but we can provide some tips along with examples in common citation styles. Keep in mind that you might be required to use a specific citation format for your research such as MLA, APA, or Turabian.

### **Footnotes/Endnotes**

FORMAT: Description, Date, Name of Collection, Box Number, Repository Name, Institutional Affiliation, Location.

## Researcher's Consent to Conditions of Use Agreement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Institution (if applicable): \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

I have carefully read the conditions of use contained in this form and I hereby agree to comply with these policies.

Signature: \_\_\_\_\_