

Policy Number/Title:	2.5.08 Pettus Archives and Special Collections User Access Policy
Effective Since:	08/25/2021
Last Revision Approved:	07/01/2021
Responsible Office:	Ida Jane Dacus Library; Academic Affairs

1. Scope:

This policy applies to all Pettus Archives users.

2. Definitions:

This section is intentionally left blank.

3. Policy:

The Louise Pettus Archives and Special Collections facilitates access to all archival materials, including artifacts, to interested users. Please review the procedures section of this policy for details on user access to facilities, resources, and services.

4. Procedures:

Pettus Archives and Special Collections User Access, Resources, and Services:

All Users

Access:

- Building access during all posted hours. Due to limited staffing hours may vary on short notice.
- Scheduled appointments for the Archives are encouraged, however on-site assistance is available during Archives hours of operation.
- User access to the building is limited to the Archives Research Room and the exhibit area, Access to the classroom is limited to scheduled Archives classes, meetings, and events.
- All materials, including artifacts, are closed-stack (access is limited to Archives employees) and must be retrieved by an Archives employee.



- Archival material cannot be checked out or loaned.

Resources:

- Two desktop computers are available for Archives users.
- Winthrop Secure Wi-Fi is available for current students, faculty, and staff.
- Free guest Wi-Fi is available for all other Archives users.

Services:

5. Resources:

Visit the Dacus Library Website for additional information on library access, resources, and services.

[Pettus Archives and Special Collections User Code of Conduct](#)

[Winthrop University Student Conduct Code](#)

[Winthrop University Policy on the Appropriate Use of Information Technology Resources](#)

6. History of Revisions:

08/25/2021 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: