

Policy Number/Title:	2.5.09 Pettus Archives and Special Collections User Code of Conduct
Effective Since:	08/25/2021
Last Revision Approved:	07/01/2021
Responsible Office:	Ida J. Dacus Library and Pettus Archives; 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 supports the instructional and research activities of Winthrop University and provides access to members of the public who may need primary resources for scholarly and other research. The Pettus Archives strives to provide an environment that is welcoming and conducive to research and other scholarly activities. Please review the procedures section of this policy for expectations of conduct while visiting the Archives.

4. Procedures:

To ensure the safety and comfort of all Archives users, Archives users are asked to adhere to the following guidelines.

Archives and Special Collections User Guidelines

- Archives users are expected to act responsibly, courteously, and to be respectful of archives employees and other Archives users. All users are expected to abide by Winthrop University's Interim Title IX Sexual Harassment Policy. Winthrop University students must abide by the Winthrop University Student Conduct Code.
- All Archives materials are to be used in the Archives Research room in an area designated by Archives employees. Items cannot be removed from the Archives property except with the express written permission of the Archives Director or the Archives



Assistant Director.

- All Archives users are required to read and complete the Rules For Use form before using archival materials of any kind.
- Non-Winthrop users under the age of 16 should be accompanied by a parent or adult guardian.
- Attire appropriate to a public building is required, including shoes.
- Emotional Support Animals are welcome to the Archives in accordance with Winthrop University Emotional Support Animal Guidelines and Procedures.

Activities and Behaviors Not Permitted

Due to the historic and fragile condition of archival including documents, photographs, and artifacts, activity in the Archives research room is monitored. Activities and behaviors that are not permitted in the Archives include, but are not limited to:

- Eating and drinking in the Archives Research room, near computers, or in the exhibit area.
- Conduct that immediately endangers or persistently disturbs Archives employees or other Archives users or disrupts academic activities or archives services, programs, and events, including:
 - Written, verbal, emotional, or physical abuse, including, but not limited to, direct or implied threats;
 - Excessive noise, loud talking, or extended cell phone conversations;
 - Use of electronic devices or equipment in a manner inconsistent with a research/study environment
- Disrupting Archives employees' or Archives users' work or space with unwelcome conversation, advances, or actions
- Stealing or defacing the Archives building, property, or archival material or any other form of vandalism, including attempts of destruction.
- Smoking (including e-cigarettes) or using other tobacco products in or near the Archives
- Sexual misconduct of any kind
- Possessing and/or attempting to use formal or crude weapons
- Any criminal activity
- Consuming alcoholic beverages or using illegal or controlled substances in or near the Archives
- Entering the Archives in a state of intoxication or other impairment
- Abuse of Archives' equipment, materials, furnishings, or property, including:
 - Stealing or defacing the Archives building, property, or archives materials and artifacts, or any other form of vandalism, including attempts of destruction
 - Misuse of, or hoarding of Archives' equipment, spaces, or furnishings
 - Use of electronic devices or equipment in a manner inconsistent with a research/study environment
- Violating the Winthrop University Policy on the Appropriate Use of Information Technology Resources



Refusal to adhere to these guidelines will result in loss of Archives & Special Collections privileges. Students in violation of this policy may be reported to the Dean of Students. All reports of criminal activity will be referred to Campus Police.

5. Resources:

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

[Dacus Library User Code of Conduct policy](#)

[Winthrop University Interim Title IX Sexual Harassment Policy](#)

[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: