Suber Archives Access Policy

LaGrange College’s Suber Archives is committed to making research materials available to users on equal terms of access in accordance with the professional policies on access adopted by the Society of American Archivists (SAA), the American Library Association, and the Association of Research Libraries. The SAA’s stance on access and use is to:

“…promote and provide the widest possible accessibility of materials, consistent with any mandatory access restrictions, such as public statute, donor contract, business/institutional privacy, or personal privacy. Although access may be limited in some instances, archivists seek to promote open access and use when possible. Access to records is essential in personal, academic, business, and government settings and use of records should be both welcomed and actively promoted. Even individuals who do not directly use archival materials benefit indirectly from research, public programs, and other forms of archival use, including the symbolic value of knowing that such records exist and can be accessed when needed” (SAA Core Values Statement).

There is, however, a need to balance access with privacy. Confidential LaGrange College (LC) information, personnel data, investigative information, and statutory restrictions are subject to access restrictions:

1. Unprocessed college collections are closed to research use. Unprocessed college collections may be opened for research with permission and prior review by the Suber Archives and the Lewis Library director(s).

2. Records (including minutes) containing sensitive information will be restricted to protect individual and institutional privacy.

3. Records (including minutes) of the Office of the President are closed to research use for 20 years beginning on the date on which the president leaves office. The restriction applies to the entire body of records created during the president’s tenure.

4. Records (including minutes) of the Board of Trustees and its committees are closed for 30 years from the date of creation.

5. Financial records and records relating to donors are closed for 75 years from the date of creation.

6. Student educational records such as credentials, grade sheets, correspondence, reports, notes, applications, and all other records pertaining to past and present students are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA) and are restricted for 75 years from the date of creation.

7. Personnel-related files of LC's faculty and staff, including search, review, promotion, reappointment, tenure, and disciplinary/grievance records, are restricted for 75 years from the date of creation.

8. Access may be denied based on the wishes of a donor as specified in the deed of gift.

9. Requests to access unprocessed collections and materials must be submitted one month prior to the date needed.

N.B. Any exceptions that would allow earlier access to documents for scholarly purposes must be authorized by the Suber Archives and the Lewis Library director(s). For more information, contact Patricia Barrett at pbarrett@lagrange.edu.
Suber Archives Copyright Policy

The Copyright Act of 1978 (17 U.S.C. secs. 101 et al.) provides statutory protection for all writings from the dates of their creation, whether or not they are formally published or copyrighted. It is the responsibility of the researcher to obtain permission for the publication and commercial use of material not clearly in the public domain, as penalties for violation of this statute are severe.

1. Copying, by any means, of copyrighted material made without the permission of the copyright holder is restricted by federal law in accordance with "fair use" standards as specified in the Act.

2. Copying of materials such as correspondence, papers and photographs from manuscript collections is allowed only if (a) the College Archivist gives permission and (b) the literary rights to the collection have been transferred to LaGrange College (LC) by the original owner or legal custodian of the materials.

3. Copying of academic department or administrative office files is prohibited without the prior written permission of (a) the College Archivist and (b) the Lewis Library director(s).

4. Publication or commercial use of copies is prohibited without the prior written permission of (a) the College Archivist and (b) the owner of the literary rights. Any permission granted by LC applies only to the extent of its ownership rights in the materials, and does not constitute and may not be substituted for permission from the owner of the literary rights, which it is the direct responsibility of the user to obtain.

5. Unless stated otherwise in writing, LC does not confer an exclusive right to publish an item by granting permission to publish a copy of an item.

REFERENCES

1. SAA's Core Values Statement: http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics
2. https://lts.brandeis.edu/research/help/specialcollections.html
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