Access Policy for Archives and Special Collections

The Lake Forest College Archives and Special Collections makes its collections available to Lake Forest College students, faculty and staff and to the general public. No letter of introduction or application is required.

To use materials in the archives, a research registration form must be completed annually and a driver’s license or Lake Forest College ID shown.

Archives and Special Collections materials are accessible by appointment only with the Archivist or when the Reading Room is open. Staff or students will not pull items after hours or if no appointment has been made. Most items in the Archives and Special Collections are rare and irreplaceable and we must strive to provide access while also protecting these valuable items.

Archives and Special Collections materials do not circulate and are not available via interlibrary loan.

Most collections are open to the public for research with no restrictions.

Restrictions
College archives

Unprocessed collections are closed for research use. Researchers interested in viewing an unprocessed collection should consult with the Archivist.

Researchers may petition to view closed materials by submitting a request to the Archivist. The Archivist will consult with relevant College offices and departments.

Restrictions
Special Collections

Restrictions are usually noted in the finding aid for each particular collection, as required by the deed of gift for a collection. Inquire with the Archivist.

Unprocessed collections are generally closed for research use. Researchers interested in viewing an unprocessed collection may consult with the Archivist.

Intellectual Access

Archives and Special Collections provides information about its collections through online finding aids and the website, and through consultation with the Archivist.

Physical Access
To ensure the future availability of archival collections, researchers must comply with the rules and regulations of the Reading Room as outlined on the research registration form.

The Archivist may require researchers to view reproductions of documents rather than original documents that are fragile.

Researchers with a demonstrated and documented history of willful or unintentional carelessness with collections may be denied access.

When the Reading Room is busy, Lake Forest College affiliated patrons will have first priority for research help and for seats.

**Copying and Digitization Services**

Photocopies cost ten cents per page. Copies will be made by staff upon request, depending on the condition of materials. Shipping and handling will be charged if necessary.

Digitization of materials by staff is free, unless the digitization will take longer than one hour. After one hour, the charge will be ten dollars per hour.

Researchers are permitted to bring digital cameras, phones, or handheld scanners into the Archives to take their own images.

Copying and scanning may be subject to copyright restrictions.

**Research Services**

Research questions are welcome, and will be met with a prompt reply especially when they are brief, specific, and relate to materials in our collections. Whenever possible, questions beyond the scope of this collection will result in a referral to another appropriate repository. For more in-depth research questions, paid researchers may be available to help patrons.

**Permissions**

Researchers are required to request permission from the Archivist and Librarian for Special Collections to publish or to release media created employing the contents of Archives and Special Collections materials.

To the extent that it may do so, Lake Forest College will ordinarily grant one-time publication and media production rights to applicants. In granting single-work permission to publish or to produce media, Lake Forest College does not surrender its own right to publish or to release media created from materials in its collections or to grant permission to others to publish them.
The Archivist can only grant permission to publish those materials in its holdings for which it owns copyright.

If single-work, one-time permission to publish or to release media is granted, the location of the cited material must be indicated in the published work. Please cite as: [specific] collection, Archives and Special Collections, Lake Forest College.

A copy of all publications or media works that rely heavily on the Lake Forest College Archives and Special Collections material should be donated to the Library upon publication or release.

Lake Forest College does not assume responsibility for infringement of copyright in the material held by others.