

GLENDALE COMMUNITY COLLEGE ARCHIVES
Security and Use Procedures

Access to the GCC Archives is by appointment, Monday-Friday, 8 am to 5 pm. To schedule an appointment, contact the Library Circulation Desk at 818-240-1000 ext. 5586.

Anyone requesting Archives materials for review must present a valid form of identification (ID) to Archives personnel before materials will be presented to him/her. Acceptable forms of ID constitute a valid GCC ID or a valid Drivers License. The ID will be held while the user is reviewing materials and will be returned to the user once s/he returns the materials under review to the Archives staff member.

Users assume responsibility for the proper care and treatment of Archives materials. Under no circumstances will users write on, mark, or in any other way alter Archive materials. If users damage materials, they may be assessed damages, and they will not be allowed to use the Archives again.

1. Users assume responsibility for the proper care and treatment of Archives materials.
2. Archival material will be used in the confines of archives or designated areas.
3. All users will be required to complete a standard registration form recording the user's name, address and a listing of the records requested and used.
4. The reading area will be supervised at all times when records are in use.
5. Under no circumstances will users write on, mark, or in any other way alter Archive materials.
6. Manuscripts and archives are to be maintained in the order in which the researcher receives them. If any material is discovered out of order, please notify the archivist or staff member on duty.
7. Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any way that may damage them.
8. Records will be returned to the stacks or to a restricted temporary storage area immediately after use.
9. Eating, drinking, and smoking will not be permitted.
10. The archives stack area will be restricted to Glendale Community College staff only.
11. The Archivist will consider requests for photocopying of materials when such duplication can be done without injury to the material and when photocopying does not violate copyright restrictions and donor agreements.
12. All the materials are valuable to current as well as future researchers. Materials must be handled with care. You may be asked to wear cotton gloves when handling certain items.

I request permission to use materials held by the Glendale Community College Archives and have read and agree to the terms and conditions set out above.

SIGNATURE: _____ **DATE:** _____

NAME: _____ **PHONE:** _____

ADDRESS: _____

E-MAIL: _____

STATUS: **Faculty** **Staff** **Student** **Alumni** **Public**

PURPOSE: **Class** **Publication** **Administrative** **Personal**

SUBJECT OF STUDY: _____

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RECORDS USED: