

Clarkson University Archives Use Policy

History of the Archives:

Clarkson University Archives was created in 1984 by President Robert A. Plane, who authorized Ms. Iva Ramsdell as an official University Archivist, to collect, preserve, and make available the historically and legally valuable records of the Clarkson family members, university history, and community members. Material about the Clarkson family and the university history is available online as part of the [New York Heritage Digital Collections](#).

Clarkson Archives collection is open to all University students, faculty, staff, and visiting researchers by appointment.

Included in the Archives Collection are:

- Records of campus offices, including academic, administrative, library and research offices;
- Records of student organizations, such as professional societies, honor societies, and Clarkson University senate association;
- Professional and personal papers of members of Clarkson's faculty, administrative staff, Board of Trustees, and Clarkson's past presidents;
- Professional and personal papers of Clarkson family members;
- Student letters, diaries, scrapbooks, and photograph albums relating to their Clarkson experiences;
- Publications produced on campus, both monographic and serial, such as Clarkson Integrators (student newspapers), Clarksonians (yearbooks), directories, reports, and catalogs;
- Photographs, negatives, slides, films, and videos;
- Maps, drawings, blueprints and other architectural drawings, prints and posters; paintings, furniture, and other historic pieces.

Researching in Archives:

- All researchers are required to sign in before using the collection (sign in located in Archives binder).
- Permission must be granted for the use of any equipment other than laptops and phones.
- Smoking, drinking and eating are prohibited. Water with a lid is the only beverage allowed.
- Only notepaper, notecards, or materials actually in use are allowed on the work table in the Archives Room.
- Take notes only in pencil, and make no marks on the materials, such as writing notes on top of materials or rest other objects on the surface of items used.
- Work through one box of material at a time. Place folders and items back in the same order (all folders are numbered) and facing the correct way.

- Some materials are too fragile to be imaged; the Archives staff reserves the right to refuse photocopy requests if the material is too fragile.
- You may be asked to submit for inspection any briefcase, laptop case, or any other parcel, book, notebook or other personal property before leaving the premises.
- Archive Materials do not circulate. Special permission loans must be granted from the Director of Libraries.

Donating & Maintaining Materials in Archives Collection:

- All persons interested in donating materials for the Archives collection should contact the Archives staff via email at archives@clarkson.edu to discuss the nature of the gift.
- A Deed of Gift and Donor Agreement form will need to be completed and signed by the donor(s) and the University Archivist, when the materials are received.
 - When you sign the gift agreement, you transfer legal ownership of the actual materials you want to donate. Donors are encouraged to transfer all rights they possess in and to the materials donated, so as to make the Archives collection open and available for research use.
 - If necessary, the deed of gift can be amended if both sides concur, and amendments should be signed and dated by both the donor and the Archives staff.
 - The University Archives reserves the right to deaccession materials that do not fit the Collection Development Policy.
- Due to legal restrictions, the Archives staff is prohibited from providing appraisals of donated materials for IRS purposes. Donors should consult with a qualified appraiser if a monetary value needs to be determined.
- Existing archival material cannot be permanently deaccessioned/removed from the collection without permission from the Director of Libraries.
- Archives staff may turn down potential donations if they duplicate existing items or do not align with the collection development policy.