

Mission



The mission of the Archives and Special Collections is to support the University in all endeavors of producing a quality educational experience. As the repository for primary documents and artifacts of enduring value to the University, we are to preserve and protect all materials under the archives care and supervision. We are to provide regulated and efficient access to materials for the University community and researchers. To that end, we:

- Select, purchase, organize and maintain a quality archive and special collections
- Anticipate information needs in an increasingly global society
- Build and develop collections and provide access to information resources in support of teaching, research and services
- Ensure the long-term preservation, availability, and access to these resources
- Provide physical environments conducive for study, research, and inquiry
- Encourage, develop, and sustain in its staff the requisite knowledge, skills, commitment and innovative spirit

Rules

- ALL patrons requesting service MUST provide institutional or state ID. Failure to provide proper identification will result in denial of archival access
- The use of ink pens or markers is prohibited. A pencil can be provided
- No food or drinks allowed unless properly sealed. Eating, drinking, and gum chewing are prohibited
- Researchers may be required to wear gloves at the archivist's discretion
- Photography is prohibited without permission from the archivist

Hours of Operation

9 a.m. - 5 p.m., Monday - Friday

The Archives are available by appointment.

* It is recommended that visitors call or email for an appointment.

Digital Collection

[Click here to view Dillard University's digital archives.](#)

Contact

John Kennedy, Archives and Special Collections Assistant

Archives and Special Collections

Phone: (504) 816-4960

Email: archives@dillard.edu

Services and Fees

Photocopies - \$.50 per copy

Adobe PDF creation - \$1 per ten pages or less

Black and White Photo Reproduction

5x7 - \$12

8x10 - \$15

11x14 - \$20

16x20 - \$30

Scanning/Electronic - \$15 per image; CD - \$5 per image cost

Photographs for Publication Use Fee

Cost per image. One-time publication rights.

Editorial - Non-profit- \$25 plus image cost; For-profit - \$60 plus image cost

Advertisement - Non-profit - \$50 plus image cost; For-profit - \$125 plus image cost

Editorial use includes use within books, periodicals, video production, and other published works, including those in electronic format.

Advertising use and other non-editorial uses, includes such uses as on book covers, posters, and brochures. Publication on the Internet or on Local Area Networks (LANs) lacking copy protection is under NO circumstances, permitted.