

## 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. - 4 p.m., Monday, Wednesday Friday

11:30 a.m. - 4 p.m., Tuesday, Thursday

The Archives are available by appointment, until further notice.

\* It is recommended that visitors call or email for an appointment. No appointments are taken on Fridays.

## **Contact**

Michael Campbell, Archivist

Archives and Special Collections

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### **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

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