

**University of Kansas  
Biodiversity Institute  
Archaeological Research Center  
(ARC)**

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# **COLLECTIONS POLICY**

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# MISSION STATEMENT

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## **Mission Statement**

The mission of the Archaeological Research Center is to create, enhance, disseminate, and preserve knowledge of past populations who inhabited regions of the North American Great Plains, Central and South America, and Europe through archaeological research, scientific discovery, education, curation, and public service.

## **Vision**

The University of Kansas Archaeological Research Center aspires to be a nationally recognized center for archaeological research emphasizing interdisciplinary excellence and a regionally acclaimed curation facility promoting best care standards

## **Core Values**

In addition to supporting the core values of The University of Kansas, the Archaeological Research Center is guided in its mission by the Society for American Archaeology's *Principles of Archeological Ethics*. These principles are embodied in seven commitments: *stewardship, outreach, publication, preservation, training, accountability, and professionalism*. The ARC promotes a dynamic intellectual environment, energetic student engagement, and advanced research. We actively contribute to the University's mission and goals.

The mission is accomplished by the following activities:

- **Collection**—Collections are the core of the Archaeological Research Center. As such, a primary responsibility is to create and maintain collections that are:
  - related to staff and faculty research.
  - significant for the enhancement of knowledge pertaining to worldwide human cultures and cultural change.
  
- **Preservation**—Curatorial activities will ensure the long term care of artifacts using the best professional standards to promote research and interpretation of these artifacts.
  
- **Research**—Research provides the basis for decisions regarding collecting, preserving, and interpreting. The ARC will initiate, encourage, and facilitate the

use of collections by students, faculty, staff, and scholars to contribute to a worldwide body of knowledge.

- **Education**—The ARC will promote learning by the dissemination and interpretation of research on past human cultures. This will take place by offering online exhibits, collection information, and artifactual images via the ARC’s webpage at [www.ARC.ku.edu](http://www.ARC.ku.edu) and by providing research space for students, faculty, and visiting scholars.

## VALUES

In addition to supporting the core values of The University of Kansas, the Archaeological Research Center is guided in its mission by the Society for American Archaeology’s *Principles of Archeological Ethics*. These principles are embodied in seven commitments: *stewardship, outreach, publication, preservation, training, accountability, and professionalism*. The ARC promotes a dynamic intellectual environment, energetic student engagement, and advanced research. We actively contribute to the University’s mission and goals.

**Stewardship** – preserving collections for present and future use

**Service** – serving the University of Kansas

**Excellence** – manifesting the highest professional standards and ethics

**Wisdom** – learning through professional enrichment and research

**Vitality** – supporting a collaborative approach to the exchange of ideas resulting in a dynamic and creative work environment

# Code of Ethics

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Ethical conduct on the part of ARC staff is essential to the proper operation and maintenance of a collection research and curation facility. As members of professional organizations such as the American Anthropological Association, Society for American Archaeology, and American Association of Museums, the ARC staff adheres to the ethical principles issued by them.<sup>1</sup> The Code of Ethics of the ARC is taken from and expanded upon the principles found in those documents.

## Staff, Volunteers, Associates, and Interns

- ARC employees, volunteers, associates (i.e., courtesy or adjunct appointees), understand and support the mission of the ARC and its public trust responsibilities, promoting public good rather than individual private gain.
- The above persons understand and fulfill their obligations corporately, not as individuals.
- The ARC's collections and its physical, human, and financial resources are protected, maintained, and developed in support of its mission.
- ARC staff recognizes their shared roles and respect their separate responsibilities, maintaining working relationships that are based on equity and mutual respect.
- Professional standards and practices inform and guide ARC operations.
- Policies are articulated and prudent oversight is practiced.

## Conflict of Interest

- No staff member shall engage in any personal or commercial transactions or acquisitions that compete with, conflict with, or appear to compete or conflict with the interests of the ARC.
- The ARC's conflict of interest policy conforms to that of the University of Kansas.
- Staff shall not acquire private collections in the area of their personal responsibility at the ARC.

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<sup>1</sup> The code of ethics of the AAA is found online at [www.aaa.net.org/stmts/ethstmnt.htm](http://www.aaa.net.org/stmts/ethstmnt.htm); that of the SAA is found at [www.saa.org/aboutSAA/ethics/html](http://www.saa.org/aboutSAA/ethics/html); and that of the AAM is at <http://www.aam-us.org/aamcoe.htm>

- Staff and volunteers at ARC will avoid misrepresenting their relationship and affiliations with the ARC in public forums, outside commercial interests, and in any endeavor that might obligate the ARC in any way.
- Staff members shall not exploit the ARC or their position within it to solicit personal business or for commercial gain.
- Staff members shall not solicit donations for resale.

### Collections

- ARC employees shall not use ARC collections, equipment, facilities, or time for activities that will result in personal gain.
- ARC employees, volunteers, associates (i.e., courtesy or adjunct appointees), shall not acquire items that may be deaccessioned from the ARC for any purpose, private or commercial.
- The acquisition, disposal, and loan activities of the collections conform to the mission of the ARC and its public trusts responsibilities.
- Collections are lawfully held, documented, protected, secure, unencumbered, properly curated and preserved.
- Original documents, including photographs and other visual records, field notes and journals, specimens and supporting records, databases, and other materials acquired as part of ARC research remain the property of the ARC. Individuals who directed such research may retain copies at their own expense for personal research purposes.

### Appraisals and Identifications

- ARC staff shall not engage in the appraisal or estimation of any monetary value of any objects that are represented in any area of ARC collections, whether offered to the ARC as donations or under any circumstances that might promote, encourage, or benefit the illegal, unethical or irresponsible traffic in such materials.

### Personal Behavior

- Personal behavior in the ARC's work environment conforms to the policies of the University of Kansas (e.g., regarding sexual harassment, substance abuse, instructor-student relations, etc.).

# SCOPE OF COLLECTIONS

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## **Introduction**

The ARC acquires and preserves archaeological research and teaching collections pertinent to past worldwide human cultures for education and research use. The ARC seeks objects that are documented as to provenience, date, age, and location. The ARC emphasizes collection quality over collection quantity.

## **Collection Holdings**

The collections have evolved opportunistically and systematically from archaeological research interests of staff and faculty. The collections are briefly defined as follow:

### *I. Archaeological Collection*

The Division of Anthropology of the University of Kansas Museum of Natural History began acquiring archaeological objects and records in the late 1890's with the investigations of El Quartejejo pueblo by H.T. Martin and S.W. Williston. Other collections, acquired by the University of Kansas, or the Art Museum in the early to mid 1900s, were consolidated under one unit when the Museum of Anthropology was created in 1976. As a result of over 100 years of archaeological investigations, the ARC curates over one million objects. These collections are representative of peoples who once inhabited North America, South America, Central America, Europe, and Africa. Prehistoric materials from the Northern and Central Plains of North America form the core of the ARC's archaeological collections. More than 2000 prehistoric and historic sites from the Great Plains and peripheries are represented. The ARC curates archaeological collections acquired from research conducted by ARC staff and faculty, federally mandated cultural research projects acquired primarily through the former Office of Archaeological Research (OAR), fieldschools offered through the department of Anthropology and the Odyssey Archaeological Project, and donations.

### *II. Teaching Collection*

The archaeological teaching collection may be defined as objects acquired through donations lacking complete documentation for the use in university classroom instruction. Prehistoric objects from the permanent collections or acquired through donations become part of the teaching collection if these objects are redundant in the permanent research or teaching collection or fill a gap in the comparative collection.

### *III. Comparative Collection*

The archaeological comparative collections consist of modern and/or prehistoric objects collected or designated for use in specimen identification. The ARC maintains three comparative collections: lithic, faunal, and botanical primarily used for research in the Central Great Plains. Objects included in the comparative collection are legally and ethically acquired and are well documented. Currently, the comparative collections are not formally accessioned.

## **Collecting Guidelines**

Central to collecting parameters is growth in harmony with the mission, goals, resources, and priorities of the ARC. Specifically, guidelines for collection growth are established based on:

1. Adequate infrastructure (staff and space) including issues of housing and preventative care
2. Collections that complement the existing collection either geographically, temporally, culturally, or comparatively
3. Occasionally, collections of recognized significance become available. Acceptance of such collections may involve establishing a new area of focus.

## **STATEMENT OF AUTHORITY: Collections Committee**

The ARC Collections Committee shall have the responsibility to:

1. Develop scope of collecting plan, which may be reviewed annually and revised as necessary.
2. Establish general parameters for collecting.
3. Prepare recommendations to the University of Kansas, Center for Research concerning material to be deaccessioned from the collections.
4. Review and act upon all major accessions that will result in significant investments of staff time, storage space, and/or financial resources.
5. Resolve all questions concerning potential donations, their acceptance and curatorial responsibility.

The Collections Committee of the ARC shall consist of three to five members, including the archaeological curator, archaeology faculty, senior graduate students, and others in related fields as appropriate.

The Collections Committee shall meet on a need basis or at the call of the Curator.

# ACQUISITIONS POLICY

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## DEFINITIONS

**Acquisition** is the process of acquiring objects for the ARC. Acquisition is a necessary prerequisite for accessioning. The Collections Committee may recommend acquired objects for accession.

**Accessioning** is the formal and legal procedure that officially incorporates objects into the archaeological collections of the ARC, or the registration of objects held-in-trust for federal and state agencies. It is the transfer of clear title of the object(s) or the registration of held-in-trust objects. Upon accessioning, the ARC receives ownership of the acquisition or in the case of federal curation agreements, the intent for long-term curation. The ARC assumes the obligation for the proper care and management of objects. Accessioning includes: (1) inventorying and describing the object(s); (2) assigning the object(s) a unique accession number, and; (3) recording this information in the accession files of the ARC.

**Donor** is the individual or group from which collections are acquired by the ARC through a gift.

**Collections** include accessioned archaeological research and teaching collections consisting of artifacts and associated documentation (archival material).

**Curation** means the care and management of a collection. The management of these collections is the responsibility of the collections manager and curator.

**Curation Agreements** or partnerships are legally binding agreements made between the ARC and another institution, agency, or party for the care of a specific collection. Terms of such agreements can vary, although most agreements made with Federal agencies should include the following terms: a basic description of the collection; collection standards; duration of agreement; and costs associated with the agreement.

**Object(s)** include archaeological artifacts and archival material.

## CONDITIONS FOR ACCEPTANCE

A major purpose of the acquisition policy is to insure that growth of collections is in harmony with the mission, goals, resources, and priorities of the ARC. The ARC is responsible for maintaining and conserving the objects in collections in perpetuity, as a public trust. For this reason, the ARC accepts and acquires only those objects that fall within financial and physical limitations of the ARC. All potential acquisitions are evaluated by the following criteria:

- Legal and ethical standards governing possession and use of objects. The ARC will not knowingly accept any object acquired by illegal or unethical means.

- The object(s) must be consistent with the Mission Statement and Scope of Collections.
- Willingness of the donor to transfer complete ownership (provide clear title, including any and all permits issued to acquire a collection or an object) to the ARC without restriction, limitation, or conditions. Use and disposition will be at the discretion of the ARC.
- All rights and interests, including reproduction, title, and copyright shall be obtained by the ARC without restrictions or conditions.
- Funding must be available if material is for sale.
- Completeness of documentation.

### **STANDARDS OF DOCUMENTATION**

Minimum standards of documentation, including provenience, vary between the archaeological collections. Objects with little or no contextual information, but with research and educational value, may be accessioned at the discretion of the curator and collections manager.

The ARC staff maintains accession files consisting of all transaction documents. Accession numbers are assigned in sequence within each year (e.g. 2008.1; 2008.2) with no duplication.

### **MEANS OF ACQUISITION**

Objects may be acquired by bequest, gift, purchase, exchange, field excavation, field collection, transfer from a governmental body, or any method that transfers title or long-term care of collections to the ARC.

Collections legally owned by a Federal agency and curated at the ARC by a curation agreement or partnership, are also accessioned (See *Guidelines and Procedures for Submitting an Archaeological Collection to the ARC*). The accession file, however, should contain a description of the legal owner.

### **ACQUISITION STIPULATIONS**

- The Collections Committee must approve all major acquisitions.
- If deemed appropriate, all acquired objects will be accessioned in a timely manner.
- A permanent accession record will be maintained for all acquisitions (refer to Acquisition Procedures).
- The ARC does not guarantee donated material will stay together as one unit.

- Objects will be retained permanently if they continue to be relevant to the mission of the ARC, and if they can be properly stored, preserved, and used. Deaccessioning may be considered when one or more of these criteria no longer apply.
- Cultural materials known or suspected to have been collected or excavated in a manner contrary to the laws of the country of origin, state laws, or of international laws and agreements will not be considered for acquisition. Likewise, cultural materials known or suspected to be illegally exported from their country of origin will not be considered for acquisition.
- If the ARC should inadvertently acquire an object that is later determined to have been exported or recovered in violation of the Cultural Property Implementation Act (1983), the ARC will promptly return the object to the owner, or to the government of the country of origin, or to another appropriate recipient.
- Archaeological field collections are made in strict compliance with the laws of the country, state, or relevant political jurisdiction in which the fieldwork is conducted.
- Human remains, associated funerary objects, unassociated funerary objects, sacred items, and objects of cultural patrimony, as defined by the Native American Graves Protection and Repatriation Act (NAGPRA) (Public Law 101-06), will be identified and repatriated in accordance with the requirements of the law or accepted regulations.
- Gifts are deductible from taxable income. Donors must obtain independent appraisal by a disinterested third party in accordance with Internal Revenue Service regulations. Staff cannot make monetary appraisals of objects.
- Individuals offering materials outside the Scope of Collections Policy of the ARC may be directed to some other, more appropriate museum or institution

## **OWNERSHIP**

The accessioned collections are either owned by the ARC as an agent of the State of Kansas or held-in-trust for federal and state agencies.

## DEACCESSION POLICY

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**Deaccessioning** is the process by which a previously accessioned artifact is permanently removed from museum's collection. The ARC may deaccession an object or collection for the following reasons:

- To establish order and purpose to the collection
- It is outside the scope of collections
- The cost of storage or conservation is prohibitive
- Limited storage space
- Duplication of material
- Replacement with better examples
- Deterioration beyond usefulness
- Lack of physical integrity due to loss of documentation
- Repatriation (NAGPRA)

### AUTHORITY

The authority to deaccession an artifact comes from the Collections Committee (see Statement of Authority). After which, objects may be removed from the collections with the written approval of the Vice Chancellor for Research and Public Service.

### DISPOSAL

There are several options available for the disposal of deaccessioned materials depending on the needs of the ARC, the type of objects involved, and if there are any legally binding restrictions. Under no circumstances may ARC staff, associates, volunteers, or their relatives acquire deaccessioned objects.

**Transfer** - An object or collection may be donated to a more appropriate institution such as another museum, library, or archive. This option keeps the material accessible to the public for educational purposes.

**Exchange** - Objects of relatively equal value are exchanged between museums or non-profit organizations.

**Education and Research** - Deaccessioned artifacts may be used in school programs, for hands-on demonstrations, study, or testing. It will be accepted that deterioration and destruction of the items is inherent in this type of use.

**Destruction** - Objects in irreparable condition, or considered hazardous may be physically destroyed.

**Repatriation** - Human remains, funerary objects, sacred objects, and objects of cultural patrimony are returned to lineal descendants or culturally affiliated Indian tribe as

required by the Native American Grave Protection and Repatriation Act (NAGPRA) of 1990. All museums that receive federal funds must comply with this legislation.

#### **PUBLIC RELATIONS**

The Collections Committee will inform ARC staff members at regular meetings of any deaccession decisions made.

Donors of material being considered for deaccessioning will be notified in advance and acknowledged for their contribution.

#### **DOCUMENTATION**

The collections manager shall keep complete documentation of the deaccession process, from initial review to disposal of material. The official records will include original deed of gift, proof of clear and unrestricted title, photographs of objects, in addition to all paperwork associated with the objects and deaccessioning process. Accession numbers of deaccessioned objects will not be reused.

# POLICY ON COLLECTION USE

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## Access

The purpose of an access policy is to encourage appropriate access to and use of collections and associated documentation, while maintaining good stewardship. The management of the archaeological collections is designed to ensure that the artifacts entrusted to the ARC's care are available for research and for the enrichment and education of the public today and into the future. The ARC may restrict access for reasons of security and preservation of the collections. Prior *notification and approval* from ARC staff is **required** for access to the collections area by Facilities Operations or other maintenance personnel.

Access to the archaeological collections is available upon request for professional purposes including research and teaching. Access to collections by representatives from Native American Tribes or Government Agencies shall be available upon request and shall be subject to the same restrictions as research access.

Requests for use of collections are by appointment only. Appointments are scheduled by the collections manager or curator by telephone, letter, or email **at least one week in advance**. Unaffiliated researchers should provide a brief resume and a statement of research objectives. Research requests may be sent by fax, email, or regular mail.

Researchers must read and sign the *In-House Loan Form* by which researchers agree to follow the established procedures for the use of collections before gaining access to them. A specific workspace in the ARC will be arranged for researchers and the following guidelines shall apply:

- The collection hours are 9:30—4:00, Monday through Friday.
- Food and drink are not allowed while working with collections.
- Unless specified, please use a pencil to avoid possible permanent ink damage. Laboratory equipment and supplies may be available depending on specific requests.
- The ARC staff will be responsible for removing requested objects or collections from storage and returning them after use.
- The use of gloves may be required.
- Copies of associated documents, maps, and photographs will be made at the expense of the user (see the Fee Schedule). Arrangements can be made with the collections manager or curator.
- A copy of any final product (publication, thesis, term paper, etc) resulting from collection use must be deposited in the ARC.

- The researcher will acknowledge the ARC in any publication or presentation using collections and/or associated documentation. If the materials used are Federal property, the researcher will acknowledge the appropriate Federal agency.
- The ARC maintains a limited library. Books and journals are located in both the conference/research library and classroom. We welcome your use of the library, but see the *Library Use Policy* for use of books outside of the ARC.
- The archaeological collections are also supported with associated documentation, maps, and photographs. Use of the archives follows the same procedure as collection use.
- Specific additional guidelines may apply to the use of the collections, determined on a case-by-case basis.
- Any collection in the ARC on loan from another institution or individual must have an associated loan form.
- Under no circumstances are objects to be taken from the ARC without proper loan paperwork (see loan policy and procedure).

## **Destructive Analysis**

### *Definition*

Destructive analysis is a procedure that destroys or alters all or a portion of an object. The purpose of the destructive analysis policy is to establish parameters for permitting responsible and ethical use of objects and to balance the loss to the collections caused by destructive analysis with the potential gain from research.

Destructive analysis is allowed on archaeological collections for research purposes (such as radiocarbon dating) and requires the prior approval of the ARC staff. Every effort should be made to limit destruction to less than the entire object and to save what remains so it will continue to be available for research and education.

Written requests for destructive analysis must detail the object(s) required, the reason for destructive analysis, and the procedures to be conducted. The request should be submitted to the collections manager ***at least six weeks in advance***. Any remains from the analysis are the property of the ARC. Copies of data resulting from the destructive analysis shall become part of the collection for the ARC and will be maintained with the records associated with the object(s) analyzed.

## **Loans**

Loans do not involve transfer of title but are the temporary reassignment of objects from the ARC (outgoing) to another institution or to the ARC (incoming). All loans are for a defined period of time and for the purposes of education and/or research. A record of all

incoming loans and outgoing loans shall be maintained as part of the permanent archaeological records of the ARC.

The borrowing and lending of objects require specific procedures to assure object management. Loan procedures are found in the ARC procedural manual. The curator or collections manager must approve all loans.

*Incoming Loans* shall be accepted only for purpose of research under the following condition:

- No indefinite or long-term loans shall be accepted.
- Incoming loans shall only be accepted if they meet with the standards outlined in the *ethics section* and do not violate any laws outlined in the *Acquisition Policy*.
- While the loan is curated at the ARC, the objects will be stored, handled, and exhibited as required by the lending institution or otherwise accorded the same professional care as if they were part of the ARC's permanent collections.

*Outgoing Loans* are lent to qualified institutions for scholarly research and exhibitions subject to the policies and practices consistent with the ARC according to the following guidelines:

- Loans are not made to individuals. All borrowers must be approved and affiliated with a qualified museum, educational, or research institution. A standard facility report will be required of all borrowing institutions.
- All required insurance is the responsibility of the borrower.
- Loans requested by students require faculty or institutional endorsement and will be considered the direct responsibility of the faculty member or institutional representative endorsing the loan.
- Loans shall not be transferred by the borrower to any other institution or individual without prior approval.
- All objects must remain in the same condition they were received. They shall not be cleaned, repaired, retouched, treated, mounted, or marked. Tags should not be removed without approval by the ARC.
- Any damage to an object must be reported to the ARC immediately. No action should be taken to repair the damage without ARC approval.
- The duration of the loan is specified on the loan form. Loans may be renewed in writing by the borrower.
- The borrower may photograph objects for scholarly publications, with acknowledgement and credit to the ARC followed by the catalogue number.

- When on display, all objects borrowed must be credited to the ARC.
- A signed copy of the Loan Agreement must be in the possession of the ARC before any physical transfer of objects occurs.
- When returning the borrowed objects, the objects shall be packed in exactly the same manner as received. The borrower shall insure the object at the value stated by the ARC.

# **POLICY ON MAINTENANCE AND CARE**

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The aim of curation efforts at the ARC is to preserve and maintain collections, both objects and archival documentation, for the purpose of research and education. Staff is trained in preventative conservation measures and is encouraged to engage in education on current conservation principles and standards.

All efforts will be made to ensure collections are housed in a safe environment including: protection from temperature and humidity fluctuations, excessive lighting, pollutants, insects, vandalism, theft, fire, and natural disasters. The ARC's *Disaster Plan* outline procedures to follow in the event of insect infestation, fire, and natural disasters.

To prevent the collections from vandalism and theft, the collections are kept in locked laboratories or curation facilities. Keys to archaeological storage in Spooner Hall are issued to ARC staff. At the discretion of the curator and collections manager, keys may be issued to associates, graduate students and ARC interns on a temporary basis.

In the event of accidental damage to or loss of any artifact, the curator and collections manager are to be notified. To assess damage and/or loss, collections are subjected to spot-check inventories and periodic comprehensive inventories as stated in the *collection procedural manual*.

All artifacts and associated documentation entering the ARC will be permanently curated in archival quality housing material. Existing collections will be upgraded, as funds are available. Archaeological curation will follow standards set forth by 36CFR Part 79, *Curation of Federally Owned and Administered Archeological Collections*. All incoming archaeological collections are to adhere to the *Guidelines and Procedures for Submitting an Archaeological Collection to the University of Kansas, Archaeological Research Center*.

While objects are in transit, the following *Transporting and Handling Guidelines* apply:

1. Make sure object is clearly labeled as being a collection object. Attach a label indicating "Objects Below" on the outside of the container.
2. Make sure the recipient has been informed the object is in transit. The recipient's name and location should be noted on the outer container.
3. Leave the object only with the authorized recipient.
4. Get a receipt upon delivery. The carrier and the recipient should sign the receipts. The recipient should retain one copy and the other returned to the sender.
5. Never transport objects without a protective housing and adequate support.
6. Never leave an object unattended for any reason while transporting.

7. Never place the object in an unheated or non air-conditioned portion of a vehicle.
8. Do not treat collection objects as if they are mail or personal belongings when transporting them. Do not stuff them into briefcases, leave them in unattended vehicles, and expose them to take out food or drinks.
9. Do not eat, drink, or smoke around the object.
10. Minimize handling. Know exactly where an object is to be located.

# KEY LOAN POLICY and APPLICATION

The ARC issues keys to permanent staff, temporary staff, and courtesy curators. Issuance of keys to all other individuals including Department of Anthropology faculty and graduate students is done on a temporary basis subject to the following rules:

- The application form (below) must be completely filled out and approved by ARC staff.
- A refundable \$25.00 deposit is received.
- A key issued to an individual **may not** be given to another individual under any circumstance.
- Keys are issued based on need of access to the ARC. Keys may be issued to students and staff actively working on collections pending approval of ARC staff.
- Keys must be returned by the end of the loan period. It is possible to renew a loan by filling out a new application.
- Key loans are made for no longer than one academic semester. These may be renewed.

## APPLICATION

Name of Individual \_\_\_\_\_

Affiliation \_\_\_\_\_ Status \_\_\_\_\_

Address \_\_\_\_\_

Phone number (h) \_\_\_\_\_ Phone number (w) \_\_\_\_\_

email \_\_\_\_\_

### Reason for access

Duration period \_\_\_\_\_

♦By my signature below, I agree to follow the above rules.

Signature of key recipient \_\_\_\_\_ Date \_\_\_\_\_

Signature of ARC personnel \_\_\_\_\_ Date \_\_\_\_\_

## **Library Use Policy**

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Students are welcome and encouraged to utilize the library following the below procedures:

- Articles, sections of books, etc. may be copied using the ARC photocopier and following the procedures.
- Undergraduates must use items in the ARC. Graduate students, staff, and faculty may check an item out following the below procedures.
- All items must be checked out. This involves: filling out a yellow form located on the table in the library and placing the completed form in the location of the removed item. When item is returned, remove the yellow form and mark on it the date returned.
- There is no fixed expiration date. However, be conscientious that others may need the resource.
- THIS IS AN HONOR SYSTEM. If it is abused, privileges will be taken away.

## **Photocopy Policy**

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A photocopier is located in the ARC Office. Both staff and students are permitted to use the copier according to the following rules:

- \$0.15/copy for all personal uses
- individual fills out information form next to copier
- THIS IS AN HONOR SYSTEM. If it is abused, privileges will be taken away.