

# ARKANSAS HISTORY COMMISSION RULES

## 1. FACILITIES AND SERVICES

### 1.1 Rule Sources.

(a) **Range.** The AHC's collection shall pertain to Arkansas history and culture from the earliest times to the present (collectively "archive material").

(b) **Acquisition.** The AHC may acquire government and non-government records, secondary source material, artifacts, and other material (collectively "material") by salvage, donation, gift bequest, purchase, loan, or transfer from government agencies. Authority for material acquisition rests with the State Historian, and all offers of material shall be referred to the State Historian.

(c) **Material Loan.** The AHC shall not lend material to individuals. The AHC may lend material to institutions for specific purposes (such as exhibition) for a specified time if such institutions meet professional standards of collections care and management. Loan periods shall extend for one year or less, with an option for annual extensions for up to five years if both parties agree in writing. Authority for outgoing loans resides with the State Historian. If, in the State Historian's opinion, the loan is not in the best interest of the material's long-term preservation, the loan request will be denied. Failure to comply with AHC rules and regulations regarding loaned material will result in immediate withdrawal of AHC material and refusal of future loan requests.

(d) **De-accession.** The AHC may judiciously de-accession and dispose of archive material from its permanent collection in a manner consistent with professionally accepted standards under the following procedures and criteria. A written de-accession request listing the reason(s) for de-accession and recommended means of disposal must be signed by the State Historian and approved by majority vote of AHC members prior to disposal of archive material. Nothing in this policy shall be construed to interfere with standard archival practice in discarding items in the course of processing or with standard library practice in discarding duplicates or unacceptable books.

**1.2 Location.** These rules apply to any facility operated by the AHC.

**1.3 Hours.** Facilities are open to the public (herein called "patrons") during AHC-established hours.

**1.4 Tobacco.** Smoking and the use of other tobacco products are forbidden in all AHC facilities.

**1.5 Research.** AHC personnel will explain research facilities and provide guidance, but will not perform research for patrons.

**1.6 Registration.** On the first visit to an AHC facility, each patron is required to present a valid means of personal identification, complete a registration form, and obtain a unique AHC

identification number for admission. Each patron must register, giving name and AHC identification number, at the beginning of each research session.

### **1.7 Research Room.**

(a) **Purpose.** The Research Room provides patrons access to the AHC's microfilm and secondary materials holdings. Within the Research Room, the AHC maintains a more restrictive area in which patrons may access archive material.

(b) **Access.**

1. The AHC microfilms materials as part of its preservation efforts. Thus the AHC provides microfilm for patron use rather than original documents.

2. Research Room patrons may not use original materials which have been received for microfilming or microfilm stored in the microfilm vault.

3. No materials of any kind may be checked out or removed from the Research Room.

(c) **Security.** All personal belongings are subject to search before patron leaves the Research Room.

(d) **Behavior.** All patrons are requested to pursue their research in a quiet and orderly manner. Disruptive patrons will be removed from the Research Room. Parents are responsible for their children's behavior.

(e) **Food and Drink.** Patrons may not possess any food or drink in Research Room.

(f) **Equipment.**

1. **Personal equipment.** Tape recorders and electronic storage devices may be used in the Research Room, subject to staff approval. Personal copying equipment, including cameras, scanners, cell phones, and similar electronic devices, may not be used in the Research Room or AHC facilities.

2. **Photocopiers.** Patrons may use machines provided in the Research Room to copy AHC print material. United States copyright laws govern the reproduction of copyrighted material and the AHC respects copyright laws.

3. **Microform machines.** The AHC provides machines to read and copy microform materials, though material on microfilm rolls labeled "Restricted" may be copied only with written donor permission.

### **1.8 Archive Material Viewing Room.**

(a) **Purpose.** The Archive Material Viewing Room provides patrons access to the AHC's archive material, which includes documents, records, rare books, photographs, maps, artifacts, works of art, currency, memorabilia, and other primary material not located in the research room.

(b) **Access.**

1. The AHC allows access to and use of its archive material only in a controlled manner that protects materials' physical and intellectual integrity. The AHC reserves the right to restrict or deny access to prevent deterioration, potential damage, mutilation, loss, or mis-location of material or interference with AHC administrative, professional, or technical operations, including service to other researchers.
2. Prior to viewing archive material, patron must complete the appropriate form and submit it to the AHC.
3. Patrons may bring pencils, loose paper, and an electronic storage device into the Archive Material Viewing Room but must store all other personal belongings in a locker located outside the room.
4. Patrons may not remove any material from the Archive Material Viewing Room.
5. Patrons may only view one folder of archive material at a time.

(c) **Artifact Viewing.**

1. Patrons requesting access to artifacts (physical objects) must complete the appropriate form and submit it to the AHC, at least 24 hours in advance of anticipated viewing, for approval by the State Historian or designee. After request approval, AHC staff shall contact the patron.
2. Artifacts shall be viewed in the Archive Materials Viewing Room. At the State Historian's discretion, another viewing location may be designated due to preservation or viewing issues.
3. The State Historian or designee shall monitor all special artifact viewings.
4. Patrons may view only one artifact at a time. The State Historian shall monitor item viewing and determine patron handling. If patron is allowed to touch the object, patron shall follow standard museum practice including wearing cotton gloves and placing hands properly on the artifact.

(d) **Security.** All personal belongings are subject to search before the patron leaves the Archive Material Viewing Room.

(e) **Copies.** All copies of material viewed in the Archive Material Viewing Room, if such copies may be made, must be made by AHC staff.

(f) **Purchase of Copies.**

1. The AHC does not allow digital or electronic copies of archive material except for those it explicitly makes available for purchase in digital or electronic format.
2. Patrons may purchase copies of photographs and other visual materials, digital images, maps, and microfilm, subject to established restrictions and to AHC policies, procedures, and

fees. Patrons may also purchase duplicate copies of roll microfilm for which the AHC holds the master negative.

3. Patrons may order copies by completing the appropriate form and advancing payment of the total cost. Governmental agencies may avoid advance payment by presenting a letter of intention to pay from their agency director or authorized fiscal officer.

4. No free copies of any material shall be provided. No photographic negatives or microfilm negatives shall be sold. Copies of restricted microfilm cannot be sold except by written donor permission.

5. Subject to approval of the State Historian or designee, each patron may order a reasonable number of photocopied pages at one time. No orders may be placed by telephone, fax, or other electronic means. The AHC reserves the right to refuse "third party" orders for photocopies, i.e., orders placed by someone who requests that another person be billed.

6. The AHC cannot certify copies of any material.

7. The AHC reserves the right to refuse a copying order if, in the State Historian's judgment, order fulfillment would violate copyright law or create conservation concerns.

**1.9 Credit For Sources.** Persons, agencies, and firms reprinting, circulating, or otherwise utilizing copies of archive material are required to acknowledge the source of such materials by the credit line or statement as follows:

"From the Collections of the Arkansas History Commission"

**1.10 Material Handling.** The AHC only performs cleaning, restoration, and preservation work on its own material. Only the State Historian may make exceptions.

**1.11 Space Utilization.** All space, storage and otherwise, rented, leased, or otherwise allocated to the AHC, shall be reserved for the AHC and its staff's exclusive use. AHC facilities may not be loaned, rented, or otherwise made available to any other person, organization, agency, or official except by express AHC action.

**1.12 Fees.** The AHC may establish reasonable charges for copies of microfilm, photographs, or other material. A schedule of AHC-established fees and charges shall be posted physically and electronically and otherwise made available to patrons.

**1.13 Forms.** The AHC shall create and employ such paper or electronic forms as may be required for security and preservation of materials.