

Xavier University Archives
Access Policy
(version as of 20121029)

Role of Xavier University Archives:

The Xavier University Archives is the repository for records that have permanent importance to Xavier University, whether historical, legal, administrative, or fiscal. As such the Archives collects, maintains, and makes information accessible to various clienteles, primarily within the Xavier community, but also secondarily to those outside the University. Records can be in various formats, including paper, electronic, media and audiovisual, or microformats.

Access Provisions:

Access to materials within the Xavier University Archives is open to all legitimate research inquiries within the parameters set by issues of privacy, confidentiality, legal restrictions, university transmittal agreements, or donor restrictions. The Archives maintains records for posterity and actively promotes the use of our records; however, the appropriate use of such records is of primary concern, so as not to violate the good faith or trust of those who commit records to the Archives.

Xavier University Archives does not keep personnel, student, or medical records in its collections.

Published Materials are open to any Xavier personnel or external researchers without permission, unless otherwise specified. Examples of published materials include books, yearbooks, magazines, newspapers, newsletters, brochures, public web sites, and more.

Unpublished and Manuscript Materials:

- Items created more than 40 years ago may be used by any internal office, or by any approved external researcher, with the permission of the Archives' staff or the creating office (or the creating office's divisional leader), unless specifically restricted;
- Items created within the last 40 years may be used only with the permission of the creating office (or the creating office's divisional leader).
- Manuscript materials may be subject to additional access restrictions set by individual donors.

Examples of unpublished/manuscript materials include Board of Trustees materials, meeting minutes, unpublished photographs and media, correspondence, memoranda, and more.

The Archives staff reserves the right to limit use of some collections for various reasons (e.g. , if they are not processed or too fragile to be handled, or if there are privacy issues, copyright restrictions, etc.)

The President's Office may access any internal documentation without seeking permission. The President's Office may also approve complete research projects as a whole, so researchers would not have to request additional approvals from each creating office.

Vice-Presidents and their administrative assistants may access materials created within their divisions, and may grant access to others. Administrators below the level of Vice-President may access their corresponding departmental archival files at any time. Creators of records may access their records any time.

University personnel or external researchers who need access to archival records should contact the Archives' staff. The Archives staff will then consider the request in accordance with this policy, and then either grant access or forward the request to the appropriate granting office for consideration.