Policies and Procedures

Felician University Archives
262 South Main Street
Lodi, New Jersey 07644
201-559-6191

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VISION STATEMENT

I. Vision Statement

The Felician University Archives serves as the final repository for the historical records of Felician University, the Franciscan University of New Jersey. The archives will:

- acquire, select, identify, and preserve university records of archival value;
- provide records management services; and
- serve as an educational resource encouraging administrative and scholarly research in its collections.

The Felician University Archives actively pursues the following goals:

- Provide and maintain facilities for the retention and preservation of records.
- Appraises, accession, arranges, organizes, describes, and preserves records transferred to its custody while providing access to its holdings in accordance with accepted professional archival principles.
- Undertakes to recognize and honor matters of privilege and confidentiality.
- Facilitates efficient records management services; and determines administrative, fiscal, legal and historical records preservation needs of archival value.
- Serves as a resource and laboratory to stimulate and nourish creative teaching and learning.
- Serves research and scholarship by making available and encouraging the use of its collection by members of the university and the community at large.
- Develop and distribute guidelines and procedures to campus offices to communicate best practice for records management and preservation.
- It cooperates with state and national archival, historical and records management professional organizations on behalf of the university to keep informed on major issues of concern to the profession and participates in networking arrangements to share with qualified and interested researchers.
POLICIES AND PROCEDURES

Name and Location

Felician University Archives

The archives and repository are located in Kirby Hall, Room 100 at:

Felician University
262 South Main Street
Lodi, NJ 07644

Purpose

The primary purpose of the Felician University Archives is to appraise, collect, preserve, arrange, describe, and make accessible those materials having permanent administrative, legal, or historical value to Felician University. Archival holdings include textual, cartographic, audio-visual, as well as photographs, prints, graphics, and artifacts. The archives serve to ensure appropriate preservation of valuable records and important documents relating to the development and existence of Felician University.

Scope of Collection

As an official repository for important and significant documents and records, the archive preserves materials pertinent to the life and mission of Felician University. These documents and records reflect the internal development of the university, and the conduct of its affairs as a legal and responsible corporation. Accounts of the functions, policies, procedures, operations, and other activities which provide information about the university shall be deposited in the archives.

Holdings also embody a collection on Lodi, New Jersey and serve to disclose the pristine spirit of the New Jersey Lenni Lenape Indians who consecrated these Felician grounds as sacred.

A collection on the Felician Sisters and their successors tell the story of their evolutionary phase, sacrifice, integrity, and how faith built a loving community for future consecrated religious women and orphans. The Felician Sisters were committed to the growth of the teaching profession and service for the poor in New Jersey.

Volunteers and Interns

Individuals may perform intermittent or periodic work including organization of holdings and digitization projects. For available projects, please contact the archival associate.
Restrictions

The use of certain documents may be restricted by statute, office, origin, or by request of the donor. The researcher may quote from documents only with the permission of the archival associate and with due reference to the source:

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262 South Main Street
Lodi, NJ 07644

Visitor Regulations

Visiting hours are Monday from 8:30 am to 4:00 pm, by appointment.

Upon making an appointment for research in the archives, researchers will be required to complete the registration form on page 6. Identification is required for all students and researchers from outside the Felician University community. During registration, the archivist will explain regulations regarding the handling of archival material. You will be asked to sign a statement indicating that you have been informed of these regulations and agree to comply with them. The explanation of rules and regulations assures that researchers are aware that the proper use of archival materials is essential for their preservation, and that continued access and research privileges are contingent upon observing these rules.

Care of Materials

Archival material is highly fragile and vulnerable to improper handling. Everyone who handles archival documents share a responsibility for their care. As a researcher you will be expected to follow practices which will contribute to the preservation of the material you use. Some of the more common procedures are described below.

- Researchers should wash their hands before handling any archival materials. If necessary, researchers will be furnished with white gloves to handle original documents.

- The use of pens to take notes is not permitted so as to prevent accidental marking of documents. Only pencil or laptops may be used for this purpose.

- Smoking, eating and drinking are prohibited in the archives.

- All material must be handled with care. Marks may neither be added nor erased; tracings and rubbings are prohibited.

- Exercise care to prevent damage to materials. Loose sheets and volume pages should be handled by their edges. Manuscripts and newspapers must be kept flat and uncovered on the table top and should not be leaned on, written on, altered, folded
anew, traced, or handled in any way likely to inflict damage. Notify staff of anything needing preservation attention.

- Maintaining the exact order of material in a folder and folders within a document case is of singular importance. Remove only one folder at a time from a document case. If a mistake in arrangement is discovered, please call it to the attention of a staff member. Do not attempt rearrangement yourself.

- When researchers have completed their work or anticipate leaving the archives for more than a few minutes, they must return all archival materials to a staff member.

- Use white gloves when handling photographs or other fragile materials as directed by the archivist.

- Permission to publish any records in entirety, or a substantial portion thereof, must be requested in writing prior to publication. The researcher has the sole, legal responsibility for obtaining this written permission.

- The researcher assumes full responsibility for conforming to the laws of libel and copyright that may be involved in his/her use of any record preserved in the archives. The researcher further agrees, by signing this application, to hold harmless the archives and its staff against all claims and actions arising out of his/her use of the records.

- Researchers are not permitted to make their own copies of archival documents. Requests for duplication should be presented to the archival associate. The archival associate will copy documents if duplication can be performed without damaging the materials. Exceptions include: donor-imposed restrictions, fragile condition, and classified material. All photocopies will automatically appear with the statement, *Reproduced from the collections of Felician University Archives.*

- We are required by the Copyright Act to notify our researchers:
  - That any copy is to be used solely for the purpose of research or private study;
  - That any use of a copy for a purpose other than research or private study may require the authorization of the copy-right owner of the work in question.
  - The information must be supplied upon request to the author of the work, copyright owner, or the representative of the author or owner.
I have read and agree to abide by the above rules and regulations of the Felician University Archives. I understand that if I do not follow these rules, the archival associate can deny me access to its facilities and collections.

Signature

Printed Name

Date

Address

Telephone

E-mail

Area of research interest: