



# Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

## **Access Policy and Procedures for the Morehouse College Martin Luther King Jr. Collection**

### **Access Policy**

The Robert W. Woodruff Library of the Atlanta University Center (RWWL) serves as archival custodian for the Morehouse College Martin Luther King Jr. Collection. The RWWL strives to promote open and equal access to the collections in their care without discrimination or preferential treatment, and in accordance with legal requirements, cultural sensitivities and institutional policies. RWWL recognizes its responsibility to promote the use of archival collections as a fundamental purpose of the preservation of archives. RWWL may place restrictions on access for the protection of privacy or confidentiality of information in the collection records, or to safeguard the condition of fragile material. (*Adheres to the Code of Ethics for Archivists approved by the Society of American Archivists February 5, 2005. VI. Access.*)

With these considerations in mind, the following procedures for access to the Morehouse College Martin Luther King Jr. Collection have been formulated by RWWL and approved by Morehouse College.

### **Access and Information Delivery**

The Morehouse College Martin Luther King Jr. Collection will be made available through secure dedicated computer stations available only in the Archives at RWWL during the Archives' research hours. The computers do not have Internet access. Books located only in the Morehouse College Martin Luther King Jr. Collection are accessible with Archives & Special Collections staff approval from 1:00-5:00 pm, Monday through Friday.

Due to the high level of interest in this Collection researchers are urged to make appointments. Appointments for individual research use and group visits can be made by submitting the electronic form on the Library's website. Appointment for individual research use will be given in 30-minute slots up to a maximum of 90 minutes. If there are no other scheduled appointments, researchers may be granted additional access. Researchers without appointments must wait for the next available time slot and will be limited to 30 minutes of research time. The Archives staff will maintain statistics to track monthly research use of the Collection.

Researchers seeking permission to consult restricted material or make an exception to policy and procedure should submit a written request to the Head of Archives, who will present the request with recommendations to the CEO & Director of RWWL. Such requests must specify what materials are to be consulted and why the exception is being requested.

### **Research Procedures**

All researchers must adhere to the general rules (see Policy and Procedures) of the RWWL Archives and complete and sign a "Research Agreement" form stating that they understand and agree to comply. Access privileges may be refused or withdrawn if any of the access criteria outlined here is breached. RWWL reserves the right to refuse access, and access may be denied to anyone accompanying a researcher unless those persons are integral to the research.



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## **MOREHOUSE COLLEGE MARTIN LUTHER KING JR. COLLECTION RESEARCH POLICY AND PROCEDURES**

All researchers must adhere to the general rules (see Policy and Procedures) of the RWWL Archives Research Center and complete and sign a “Research Agreement” form stating that they understand and agree to comply.

Due to the high level of interest in Morehouse College Martin Luther King Jr. Collection researchers are urged to make appointments.

Time limitations may be imposed on research use if necessary based on the number of researchers seeking access. Appointment for individual research use will be given in 30-minute slots up to a maximum of 90 minutes. If there are no other scheduled appointments, researchers may be granted additional access. Researchers without appointments must wait for the next available time slot and will be limited to 30 minutes of research time.

### **Downloads and photographs are strictly prohibited.**

Researchers may use their unbound paper or note cards, however, only pencils provided by the Archives are permitted within the research room. Personal computers may be allowed in the research room only when an inspection of the computer by RWWL staff is performed. Pens, scanners, cell phones, MP3 players, flash drives or photographic devices are strictly prohibited. All other items, including purses, briefcases, carrying cases, computer cases, backpacks and cameras must be placed in the lockers provided. As a security measure, staff may review researcher's notes and personal computers before exiting the research room.

Photocopies in accordance with fair use, and for educational purposes may be provided to researchers. Staff will make photocopies for patrons; standard photocopying fees established by the Archives Research Center apply.

### **Copyright**

Permission to consult the Morehouse College Martin Luther King Jr. Collection does not automatically include permission to publish from the Collection. Permission to publish or quote from previously unpublished materials or from materials under copyright must first be obtained from the copyright holder. Requests for permission to publish any of Dr. King's copyrighted speeches, sermons, books or other writings, in whole or in part, shall be addressed to *Intellectual Properties Management, Inc., 449 Auburn Ave., Atlanta, Georgia, 30312*. Researchers are encouraged to furnish the Archives with two (2) copies of any publication that cites materials from the Collection.

### **Citation**

Materials should be cited as: **The Morehouse College Martin Luther King Jr. Collection at the Robert W. Woodruff Library of the Atlanta University Center, Inc.**

I HAVE READ, UNDERSTOOD, AND BY MY SIGNATURE BELOW AGREE TO COMPLY WITH THE REGULATIONS SET FORTH ABOVE AND ATTACHED IN ORDER TO USE THE MOREHOUSE COLLEGE MARTIN LUTHER KING JR. COLLECTION IN THE CUSTODY OF THE ARCHIVES AND SPECIAL COLLECTIONS, ROBERT W. WOODRUFF LIBRARY OF THE ATLANTA UNIVERSITY CENTER.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name \_\_\_\_\_



Robert W. WOODRUFF LIBRARY  
Atlanta University Center

**Archives and Special Collections**

111 James P. Brawley Dr., S.W., Atlanta, GA 30314  
PHONE: (404) 978-2052 FAX: (404) 978-2109  
EMAIL: [archives@auctr.edu](mailto:archives@auctr.edu) WEB ADDRESS: [www.auctr.edu](http://www.auctr.edu)

RESEARCH AGREEMENT

All researchers using the resources in Archives and Special Collections must complete this form. The information is used by staff to assist you in your research, to compile statistics, and to provide for the security of the collections. **Please print clearly.**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

INSTITUTIONAL/PROFESSIONAL AFFILIATION: \_\_\_\_\_

ACADEMIC STATUS (if any): Undergraduate \_\_\_\_\_ Graduate Student \_\_\_\_\_  
Faculty \_\_\_\_\_ Staff \_\_\_\_\_

SUBJECT OF RESEARCH: \_\_\_\_\_

HOW DID YOU LEARN ABOUT OUR HOLDINGS? \_\_\_\_\_

RESEARCH PURPOSE (check all that apply): Other (please specify) \_\_\_\_\_  
Class project \_\_\_\_\_ Dissertation \_\_\_\_\_ Thesis \_\_\_\_\_ Administrative use \_\_\_\_\_

PUBLICATION PLANS (if any): Article \_\_\_\_\_ Book \_\_\_\_\_ Video/Film \_\_\_\_\_

**PLEASE READ AND SIGN THE RULES PRINTED ON THE BACK OF THIS FORM**

-----STAFF USE ONLY BELOW THIS LINE-----

Materials used:

LD. # & type \_\_\_\_\_ Signature on back \_\_\_\_\_ Staff \_\_\_\_\_

## RWWL-AUC ARCHIVES & SPECIAL COLLECTIONS POLICY AND PROCEDURES

Researchers must complete and sign a Research Agreement form once each fiscal year (July 1-June 30) and provide valid photo identification (i.e., driver's license, student or faculty ID, passport). Researchers must sign the register daily during each research visit.

Researchers may use their unbound paper or note cards, however, only pencils provided by the Archives are permitted within the research room. Personal computers may be allowed in the research room only when an inspection of the computer by RWWL staff is performed. Pens, scanners, cell phones, MP3 players, flash drives, or photographic devices are strictly prohibited. All other items, including purses, briefcases, computer cases, and backpacks, must be placed in the lockers provided. As a security measure, staff may review researcher's notes before exiting research room.

Smoking, eating, and drinking (including water) are not permitted in the research room.

Researchers must complete a request slip to view research materials. All materials in the Archives are housed in closed stacks and can only be viewed in the research room. AUC faculty, staff, and students should have a valid AUC ID with RWWL barcode to view books. Visitors may use books with the assistance of Archives staff.

The amount of material a researcher may review at one time may be limited; one box or two books on the table at a time is standard.

Care should be taken to maintain the order of the documents within each folder. Obvious misfiles or missing documents should immediately be called to the attention of the staff. Do not rearrange items yourself.

**Materials in the Archives are unique and often fragile;** therefore, we ask that you handle them with great care. Manuscripts and books should remain flat on the table, and note cards or papers should not be placed on top of the documents or books. Staff may require the use of a book cradle for fragile books. Whenever possible, handle manuscripts by their edges, turning pages carefully. When examining a photo, do not touch the image itself.

When you have finished using research materials, return them to the reference staff. Inform the staff member if you wish to place the items on hold for use on another day. Items may be held for one week.

The use of books, manuscripts, sound recordings and other materials are protected by Federal Copyright Law (Title 17, U.S. Code). Photocopies and other forms of duplication are permitted at the discretion of the Archives. Copies, when provided, are for research and study.

Permission to publish or quote from previously unpublished materials or from materials under copyright must first be obtained from the copyright holder. It is the researcher's responsibility to secure that permission. For original manuscript materials, permission of the Archives and Special Collections, as owner of the originals is also required. Researchers are encouraged to furnish the Archives with a copy of any publication that cites materials from its collection.

Unless it is otherwise specified for a collection, materials should be cited as: **Name of Collection, Robert W. Woodruff Library of the Atlanta University Center, Inc.**

I HAVE READ, UNDERSTOOD, AND BY MY SIGNATURE BELOW AGREE TO COMPLY WITH THE REGULATIONS SET FORTH ABOVE, IN ORDER TO USE THE MATERIAL IN THE CUSTODY OF THE ARCHIVES AND SPECIAL COLLECTIONS, ROBERT W. WOODRUFF LIBRARY OF THE ATLANTA UNIVERSITY CENTER.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Printed Name \_\_\_\_\_