WIDENER UNIVERSITY ARCHIVES

Guidelines for Making Electronic Copies of Archival Materials

1. Materials requested by a researcher are to be retrieved and brought out to the reading area by the Archivist.

2. ONE BOX AT A TIME. Only look through one box at one box at a time. Return all material to that box before looking through another box.

3. ONE FOLDER AT A TIME. Only take out one folder at a time from a box. Return that folder before taking out another folder.

4. USE GLOVES. Delicate materials and all photographs are to be handled with archival gloves.

5. USE PENCILS. Notes are to be taken in pencil to prevent inadvertent marking of the documents.

6. NO POST-ITS. Never use post-its, as they leave a residue that is harmful to the paper.

7. MAINTAIN EXISTING ORDER. When returning items to a folder or box, re-file all materials in exactly the same order in which they were found.

8. PROCEDURE FOR ITEMS TO BE SCANNED. When a digital copy of a photograph or other item is desired, the following procedure should be followed:
   a. Put the item to be digitized in a new temporary folder.
   b. Label the new temporary folder with the identical Box Number and Folder Number as the folder the item was removed from, with the addition of the letter A to the new folder number.
   c. Example: For a photograph removed from Box 236, Folder 1, label the new temporary folder Box 236, Folder 1A.

9. The archivist will make a list of each new temporary folder, and the number of items in it.

10. The archivist will digitize the requested items, and provide the researcher with a digital copy of each.

11. CREDIT LINE. The following credit line is to be used: Photograph courtesy of the Widener University Archives, Wolfgram Memorial Library. (Or substitute name of item, if not a photograph).

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