

## **THE SHAW-OLSON CENTER FOR COLLEGE HISTORY (ARCHIVES)**

**211-17 ROLVAAG LIBRARY**

**OPEN MOST MORNINGS AND BY APPOINTMENT**

### **A FEW GENERAL GUIDELINES FOR USE OF THE ARCHIVES**

- The archivists are happy to help St. Olaf faculty, staff, and students in the Archives. Patrons need to be aware, however, that we do not carry out research for other members of the St. Olaf community. We are here to help you find the resources you need. But patrons are expected to do their own work and to alert us to their needs in a timely manner.
- *Archival materials are rarely loaned to patrons, not even to the offices from which materials originated.* We have a responsibility to preserve the historical documents, photographs, recordings, and artifacts that are entrusted to our care.
- Offices that have sent material to the Archives need to understand that they no longer “own” those items. All materials in the Archives are the property of St. Olaf College, and the Archives is the *permanent* repository for office files and other materials that need to be preserved but are no longer current. *We do not warehouse items for other offices with the expectation that they might be retrieved or returned at some point in the future.*
- All offices, committees, and employees should archive non-current materials regularly. We are only able to produce those materials that have been deposited with us. Personal and departmental caches of unique records are of little use to the college because their existence is generally unknown to others.

### **GUIDELINES FOR USE OF THE ARCHIVES BY ST. OLAF CLASSES**

- The archivists should be notified several weeks in advance of any intended class use.
- Faculty should make their students aware of the Archives electronic search engine, and other electronic resources at: <http://www.stolaf.edu/collections/archives/sources/index.html>.

- Students are best introduced to archival material in groups. Individual introductions consume the time of the archivists.
- Student visits should be scheduled in advance.
- When groups of students have been assigned a common project, they should visit the archives and carry out their research as a group. Neither students nor the archivists can work efficiently if the same materials are repeatedly requested and re-shelved after use.
- Students who put off their research until the last few days of the semester may be disappointed. The archivists have many job responsibilities and cannot always drop other work to accommodate students at the last minute.
- Faculty members have the responsibility for guiding their own students' work and should share their expectations with the archivists to ensure that students are given the most appropriate support here.

**Initial requests should be directed to:**

Jeff Sauvé ([sauve@stolaf.edu](mailto:sauve@stolaf.edu))

Gary De Krey ([dekrey@stolaf.edu](mailto:dekrey@stolaf.edu))

Associate Archivist

Director, Center for College History

507-786-3229