

CHAPTER 22
LIBRARY AND ARCHIVES POLICIES AND SERVICES

[Prior to 5/31/89, see [490] Chs 1, 5]

223—22.1(303) Purpose. The society operates the library and archives to identify, collect, preserve, and make accessible written and machine readable records, images, and graphic materials of Iowa history. The collections include, but are not limited to, printed materials, photographs, machine readable data, manuscripts as well as official state archives. Public access policies exist to provide the widest possible public access within the constraints of preservation of the materials. The collection and conservation policies of the library and archives shall be in accordance with 223—Chapter 13, Iowa Administrative Code.

223—22.2(303) Definitions. The definitions listed in Iowa Code section 17A.2 shall apply for terms as they are used throughout this chapter. In addition, the following definitions apply:

“*Archives*” means the state archives as defined in Iowa Code section 303.12.

“*Machine readable data*” means records and archives whose informational content is usually in code and has been recorded on media such as magnetic discs, optic discs, drums, tapes, punched paper cards, or punched paper tapes, accompanied by finding aids known as software documentation. The coded information is retrievable by machine only.

“*Manuscripts*” means handwritten or typed documents, including letterpress or carbon copies. A mechanically produced form in handwriting or typescript is also considered a manuscript. Manuscripts include bodies or groups of personal papers with organic unity; artificial collections of documents acquired from various sources according to a plan, but without regard to provenance; and individual documents acquired because of their special importance.

“*Materials*” means the collections of the library and archives.

“*Photographs*” means, in general, images mechanically recorded by a camera. This term includes negatives, prints, copy negatives, copy prints, motion picture film, and videotape.

“*Printed materials*” means, in general, books, journals, serials, magazines, newspapers, and maps and atlases.

“*Reference*” means the basic function of providing information about the collections and making the collections available for research.

“*Research*” means the studious inquiry into or examination of the collections aimed at the discovery and interpretation of facts.

223—22.3(303) Location. The society operates two library and archive facilities. These facilities are located in the Centennial Building, 402 Iowa Avenue, Iowa City, Iowa 52240, (319)335-3916 and in the State Historical Building, 600 East Locust, Des Moines, Iowa 50319, (515)281-5111.

223—22.4(303) Availability of materials.

22.4(1) Materials are available during regular library hours as posted in accordance with 223—subrule 1.5(2).

22.4(2) Materials are available to the public regardless of race, color, sex, religion, national origin, age, creed, or mental or physical disability.

22.4(3) The use of some materials may be restricted because of donor restrictions, state or federal statute, or the physical condition of the materials. Questions concerning restrictions of use may be referred to the library and archives staff at the appropriate location.

223—22.5(303) Reading room policies. In order to ensure that the research resources remain available to all persons and future generations, the following regulations apply:

22.5(1) All patrons shall register each day.

22.5(2) Patrons shall complete a registration form once each calendar year.

22.5(3) All personal notes and equipment shall be subject to search upon exit from the reading room.

22.5(4) Coats, briefcases, purses, equipment cases and other personal articles shall not be permitted in the reading room.

22.5(5) No food, beverages or smoking shall be permitted in the reading room.

22.5(6) Tape recorders, typewriters, and portable computers may be used in designated sections of the research area. The reference staff shall have the discretion to limit the use of this equipment to ensure that its use does not inconvenience other researchers.

22.5(7) Personal photocopy machines shall not be permitted.

22.5(8) Only pencils shall be used for note taking. Ink pens, ball point pens, and felt-tip pens shall not be permitted. No marking or writing upon materials shall be permitted.

22.5(9) All materials shall be used in the reading room. Materials shall not be "checked out" or used elsewhere in the building. Intra-institutional loan service shall be available for some materials.

22.5(10) Only staff members shall be permitted in closed stack areas.

22.5(11) Call slips or requests for retrieval shall be filled out completely (including name and address) before materials can be retrieved from the closed stacks.

22.5(12) Requests for Saturday use of maps, manuscripts, photographs or state archives materials shall be placed with the reference staff no later than 12 noon on the Friday preceding the intended day of use.

22.5(13) The order and arrangement of nonprinted materials shall be maintained.

22.5(14) Materials shall not be reshelfed by patrons. All maps, manuscripts, photographs and state archives materials shall be returned directly to the reference staff.

22.5(15) A photocopy machine and a microfilm reader/printer are available to make copies for patrons. Charges for copies shall be posted in accordance with 223—subrule 1.5(3).

22.5(16) Requests for copies of maps, manuscripts, photographs and state archives materials shall be directed to the library and archives staff. Photocopying shall be available unless reproduction is inappropriate due to legal or curatorial considerations.

22.5(17) Copy service shall not be provided for materials which are not part of the society's collections.

22.5(18) Credit shall be given to the society for all nonprinted materials used in published or manuscript form. The society shall be notified of publications resulting from research in its collections.

22.5(19) The library and archives provides reference service at no charge. Limited staff research service is available. Fees shall be charged for staff research services. Fees for staff research services shall be posted in accordance with 223—subrule 1.5(3). If patrons desire extensive research services, a list of private researchers is available from the library and archives staff.

22.5(20) Limited paper conservation services are provided to individuals and institutions. Fees for conservation services shall be posted in accordance with 223—subrule 1.5(3).

These rules are intended to implement Iowa Code section 303.2 and Iowa Code chapter 303, subchapter II.

[Filed 7/2/75]

[Filed 7/15/75]

[Filed 9/14/76, Notice 6/14/76—published 10/6/76, effective 11/10/76]

[Filed emergency 8/15/80—published 9/3/80, effective 9/1/80]

[Filed 5/12/89, Notice 12/28/88—published 5/31/89, effective 7/5/89]

[Filed emergency 12/2/93—published 12/22/93, effective 12/2/93]

[Filed 1/27/94, Notice 12/22/93—published 2/16/94, effective 3/23/94]