

CHAPTER 22  
HISTORICAL LIBRARY AND STATE ARCHIVES PUBLIC ACCESS POLICIES AND  
SERVICES

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

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**223—22.1(303) Purpose.** Policies exist to provide the widest possible public access to historical library, special collections and state archives of Iowa materials 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.

**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 state agency records and other materials transferred to the custody of the state archives of Iowa in accordance with Iowa Code Supplement chapter 305.

*“Collections”* means printed material, photographs, archives, manuscripts and electronic records.

*“Electronic records”* means records in a form that requires a computer or other machine to process them. “Electronic records” includes word processing documents; electronic mail messages; documents transmitted via electronic data interchange; Internet and Intranet postings; numerical and textual spreadsheets and databases; electronic files; optical images; software; and information systems.

*“Library”* means a unit of the state historical society of Iowa that acquires, preserves and describes printed materials.

*“Manuscripts”* means handwritten or typed documents, including letterpress or carbon copies. A mechanically produced document in handwriting or typescript is also considered a manuscript. Manuscripts include bodies or groups of personal papers, business or organizational records that have 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,”* unless otherwise specified, means the collections of the historical library, the special collections unit of the historical library and the state archives of Iowa.

*“Patrons”* means any and all persons conducting research or otherwise reading, viewing or consulting the state historical society of Iowa collections. Patrons include both on-site and off-site persons.

*“Photographs”* means, in general, images mechanically recorded by a camera. This term includes negatives, prints, copy negatives, copy prints, digital photographic images, 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 library and state archives of Iowa materials and making the materials available for research.

*“Research”* means the studious inquiry into or examination of library and state archives materials aimed at the discovery and interpretation of facts.

*“Special collections materials”* means privately donated collections acquired by the library and publications bureau of the state historical society of Iowa.

*“Special collections unit”* means the unit of the state historical society of Iowa that acquires, preserves and describes special collections materials.

**223—22.3(303) Location.** The society operates two reading room 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)281-6200.

**223—22.4(303) Availability of materials.**

**22.4(1)** Materials are available during regular reading room 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 reading room 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 reading room policies shall be developed and posted in the reading room facilities of the state historical society of Iowa.

**22.5(1) to 22.5(20)** Rescinded IAB 1/5/05, effective 2/9/05.

**223—22.6(603) Copy services.**

**22.6(1)** A photocopy machine and a microfilm reader/printer are available for patrons to make copies of library materials.

**22.6(2)** 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 of materials is inappropriate due to legal or curatorial considerations.

**22.6(3)** Copy service shall not be provided for materials which are not part of the society's collections.

**22.6(4)** Use of personal photocopy machines, scanners, and similar equipment to reproduce state archives materials or special collections materials shall not be permitted. Use of this type of equipment with library materials is subject to approval by an administrator or designee and shall not be permitted if the administrator or designee determines that such use may damage library materials.

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

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