



## **National Archives Procedure Regarding Care and Access**

Tri Sigma recognizes its responsibility to preserve and care for its collections. Responsibility for collection care and requesting condition improvements and required treatments lies with the National Archivist.

The following define general physical requirements of care:

- Basic activities will be performed routinely to maintain and monitor collection condition.
- The National Archivist will conduct routine building inspection and schedule cleaning and regulation of the Archives storage and workspace.
- Collection objects are not to be handled by the public, membership, and staff members, except under the guidelines established by the National Archivist.
- Food and drink are not allowed in any collection storage area, the Archives Office, or in any Archives workspace.

### **ACCESS**

Tri Sigma's National Archives exists to safeguard and preserve the records of Sigma Sigma Sigma, ensuring that its history and heritage is maintained. As such, they will be accessible only under the permission and supervision of the National Archivist or appropriately trained staff members and volunteers. Tri Sigma reserves the right to limit access based on the physical condition and security requirements of the materials.

Archival materials will be available to the public through Tri Sigma-sponsored exhibitions, publications and electronic media. Scholars and special interest groups may have access to collections only by advance appointment with the National Archivist following a review of established procedures. Materials may be shared with researchers as appropriate and feasible.

Collections may not be used for personal reasons by Tri Sigma members, staff, volunteers, or their families or representatives. They may not be used by any group or institution for political functions.

### **INQUIRES**

Tri Sigma's National Archives exists not only to preserve the records of the sorority but also to make the materials available to officers, staff and members. Inquiries and requests for access will be answered in the order of receipt and within the following priority:

- Deadline-based
- Executive Council
- Staff, National Volunteers, and C.A.B. members
- Collegiate and alumnae members of Tri Sigma
- Families of members of Tri Sigma
- Researchers
- General public

Projects that require a significant time commitment by the National Archivist or Archives Team should be discussed with the National Archivist in advance of the project.

Access to and activities associated with collections will occur under the following conditions:

1. Access to Tri Sigma's National Archives is secondary to preservation. Standard practices for viewing contents of collections must be followed. Accessibility to collections is always precluded by preservation requirements.
2. Those who request access to collections not on exhibition are required to complete an Access to Archives Collections Form.
3. Authorization for access will be at the discretion of the National Archivist.
4. No items may be moved from collections site premises without written permission from the National Archivist.
5. Collections items will be made accessible based upon the condition of the item and the availability of resources at the site.
6. Items may be measured, photographed or photocopied in compliance with appropriate procedures.
7. Request for collections records access will be governed by the same criteria as access to collections items. Any records bearing the name of a donor, item value, or storage location, as allowed by law.

## **Exhibition**

Tri Sigma will strive to display collections items through appropriate methods to communicate the significance our sorority's heritage, including permanent, digital, and short-term exhibits.

Exhibition is the primary means by which the public can access Tri Sigma's National Archives. The sorority will exercise a special responsibility to ensure designated areas for exhibition meet existing conservation standards. Tri Sigma, nor the National Archivist, guarantee to display all artifacts in our collections. Objects related to a chosen theme will be on display for a set amount of time; however, some significant objects (or their reproductions thereof) may remain on permanent display if no deterioration occurs. Any signs of visible deterioration will be cause to remove any object from display.

All attempts will be made to protect exhibited collections from physical harm, disaster and natural agents of deterioration. The safety of all artifacts will be a priority in exhibit planning and display,

and may, on occasion, prevent the display and/or viewing should conditions not be conducive to preservation.

All labels and graphic illustrations will maintain a consistent, professional appearance, should meet Tri Sigma's brand standards, and adhere to its editorial style guide.

### **Conservation**

Conservation is the treatment of an artifact to protect, preserve, and maintain its condition and integrity. Conservation includes the examination, treatment, preservation and documentation of items with respect to the existing aesthetic, historic and physical integrity of the artifact. All conservation must be reversible and refrain from modifying the known character of the artifact.

Conservation of collection items may be performed only by the National Archivist and staff and volunteers trained in such work or by an outside individual or institution conversant with, and in conformity to, the Code of Ethics and Standards of Practice of the American Institute for Conservation of Historic and Artistic Works. The Archivist will coordinate all in-house treatments according to established procedures and protocol. Treatment of the artifacts will include, but are not limited to:

- Standard Archival Rehousing practices
- Purchasing archival materials, as needed and funding allows
- Giving priority to providing safe conditions for the collections held in trust by the Sorority

The National Archivist will approve any conservation treatments to be completed by contract personnel. Collection items may be lent for conservation to conservators who adhere to the American Institute for Conservation of Historic and Artistic Works "Standard Practice." The conservator will be asked to provide a written treatment proposal, estimate and conservation report. All proposed treatments are to be explained to the National Archivist and agreed upon in a written contract, subject to the approval of Executive Director. All conservation work on an object will be fully documented and the report filed with the object record in the Sorority Archives, including accurate documentation of item removal and return.

### **Reproduction**

Reproductions may be made of original photographs, prints, paintings and other graphics following the photographic reproduction procedures.

Reproductions crafted or manufactured from items in the collection for educational use will be marked as a reproduction, recorded with a reference to the accession number of the collection items they replicate and afforded inventory control. The catalog records of the original item should note that a reproduction of the item was made, when and by whom.

Requests for commercial reproduction of an item by an outside vendor or crafts person must be in writing. The request should state whether the new item is to be reproductions or an adaptation. All

requests to reproduce items in the Archives will be reviewed and approved by the National Archivist.

Items selected for reproduction will be placed on loan to the crafts person or manufacturer. All conditions for an outgoing loan are to be observed, including the completion of a condition report, including accurate documentation of item removal and return.

All of the following guidelines will be met for the reproduction of any item from the Archives:

1. Items may not be dismantled in any manner or subjected to invasive technical analysis for the purpose of reproduction.
2. The condition of the item to be reproduced must be such that it will not be damaged by the process.
3. All reproduction items must be marked as reproductions.
4. The National Archivist has the right to examine and approve the quality of the reproduction.
5. The borrower must sign a reproduction agreement indicating adherence to all reproduction stipulations.
6. Any cost incurred for reproduction to an outside, approved organization will be assumed by that organization.

### **Loans**

Sigma Sigma Sigma Sorority does not lend objects or materials. All materials will remain within the designated physical location of the National Archives Collection, with the exception of exhibition for official Sorority events and programming. All materials and objects removed from the designated physical location of the collection or exhibit must be under the supervision and care of a member of the Archives Team at all times.

Items may be lent to a crafts person or a manufacturing concern for reproduction only when all of the stipulations established in the reproduction section of the Archives Policy are met.

### **Confidentiality**

The National Archivist may designate certain series confidential to most users. -They may include:

- Correspondence or files that contain sensitive financial information or to pertain to individual members' information
- Other items as designated by the National Archives Team Manager, Executive Council, Sr. Director of Marketing & Communication, or Foundation Executive Director.

### **Code of Ethics**

The Sigma Sigma Sigma Sorority Archives Team, National Archivist, and its staff and volunteers recognize that to maintain public confidence in and support for the purposes of this institution it is necessary to adhere to a high standard of professional and personal conduct.

An artifact's importance derives from its context— documentation about provenance, use, acquisition, and history must be preserved in an orderly and retrievable form, and must be transferred to our successors in good, if not enhanced condition.

Sigma Sigma Sigma Sorority must make every effort to avoid conflict of interest. To this end, employees, volunteers and members may not borrow Sigma Sigma Sigma Sorority's Archives for personal use. No material should be removed from the designated location of the National Archives Collection without the express permission of the National Archivist.

Collection items will not be used to furnish Sigma Sigma Sigma Sorority offices or housing units.

The Sigma Sigma Sigma Sorority will not license reproductions from the National Archives Collection without consulting with both the Archives Specialist and Archives Manager. All reproductions for commercial sale will be closely monitored to ensure standards of quality and advertising, which will not reflect poorly upon the institution.