

# Special Collections and Archives User Access Policy and Guidelines

## Regent University Library

### Contact Information:

Special Collections Assistant Supervisor, Don Gantz at 757-352-4154 ([donagan@regent.edu](mailto:donagan@regent.edu))

Special Collections Librarian, Bob Sivigny, 757-352-4184 ([robosiv@regent.edu](mailto:robosiv@regent.edu))

### Hours:

Monday through Friday, 8:00 a.m. to 5:00 p.m. by appointment.

Regent University Library special collections and archive materials are accessible to the Regent University community, visiting researchers, and the general public for on-site examination **by appointment only**, at the discretion of the department, and in accordance with the guidelines below. Researchers unable to visit the Regent University Library in Virginia Beach, Virginia, should contact Special Collections and Archive staff directly for assistance. Photocopying and scanning of approved materials is provided according to the guidelines and fee structure below.

### Requesting Materials:

- All patrons must arrange an appointment with the Special Collections Assistant Supervisor, Don Gantz, 757-352-4154 ([donagan@regent.edu](mailto:donagan@regent.edu)) or Special Collections librarian Bob Sivigny at 757-352-4184([robosiv@regent.edu](mailto:robosiv@regent.edu)).
- Out-of-town visitor appointment requests should be submitted well in advance of the proposed appointment date. Out-of-town visitors should confirm appointments before making travel plans.
- Unprocessed collections are closed to the public.

### Using Materials:

- Researchers may be asked to fill out and sign a researcher registration form, and when applicable, may be required to submit a research or dissertation proposal.
- Materials will be retrieved and delivered by department staff. Only one item, folder, or box will be provided at a time.
- The use of personal digital cameras or scanners may be employed to reproduce unrestricted collection items. Prior arrangements must be made with the Special Collections & Archive staff.
- Pens, markers, food, and beverages are not allowed near materials.

### Reproducing Materials:

The following policies govern the reproduction and use of Regent University's Special Collections and Archives materials: (1) Only approved material will be photocopied or scanned. (2) Copies will not be published or used commercially without the written permission of the owner of the copy/literary rights or Regent University Library if Regent University is the copyright holder. (3) The responsibility for obtaining permission lies with the researcher; Regent University assumes no responsibility. Users should consult the U.S. Copyright Office to learn more about U.S. Copyright Law.

Photocopying and scanning of materials done by Regent University Library staff will be provided according to the following fee structure:

Description of Service	Postage & Handling Fees
Photocopying (black and white)	\$.20 per page
Photocopying (color)	\$.75 per page
Digital scanning (delivered via e-mail)	Please ask
Shipping (Regent University is not responsible for damage or loss of copies sent by mail.)	\$5.00 (domestic, up to 1 lb.); International rates vary.