

Procedure No:	ADM-LCIS-PROC-0003
Procedure Title:	Ownership, Access and Use of collections
Related Policy:	LCIS-ADM-POL-0002
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Procedure Description:	
Areas of Responsibility:	LCIS/Archives
Procedure Details:	<p>Curators (employees responsible for collections) will provide users with timely and complete access to the collections as is possible. The type and conditions of such use must be consistent with the LCIS' responsibility for care and preservation of each collection, and any special conditions on access that may apply.</p> <p>Curators are responsible for providing and arranging access to the collections under their care. Users are required to make an appointment in advance.</p> <p>All users of collections must complete a Access to LCIS Collections Request Form (see attachment)</p> <p>. References may be required.</p> <p>Curators will advise users as to the proper use and handling of collections and will exercise caution when determining the level of user access and supervision. Curators may revoke access to collections when safety of the materials appears to be jeopardized.</p> <p>Collection users will be responsible for securing publication rights, etc. when necessary.</p>
Procedure Approval Authority:	Rev. Fr. Tamerlane Lana, O.P. - Rector and President Ms. Ofelia Legaspi - Director of LCIS (Recommendatory)
References:	
Definition:	
Help Page:	

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