

UA Little Rock Center for Arkansas History and Culture
407 President Clinton Avenue, Suite 202
Little Rock, AR 72201

ACCESS TO UNPROCESSED COLLECTIONS **ACKNOWLEDGMENT AND RELEASE**

Unprocessed Collections

The Center for Arkansas History and Culture (“CAHC”) explores and promotes Arkansas history through the identification, collection, and preservation of materials that are of enduring value to the state. These materials are often housed in collections that are donated to CAHC. Donated collections are processed according to standard archival procedures in order to identify and organize the materials. Processed collections are available for research, display, education, and publication purposes, consistent with the Gift Agreement for that collection.

Unprocessed collections have been donated to CAHC, but the materials have not been fully reviewed. Unprocessed collections may contain personally identifiable information, potential health or environmental hazards, or exceptionally fragile material. Unprocessed collections may also contain duplicative or extraneous material, which the Donor may not have intended for CAHC to maintain. Members of the public requesting to view an unprocessed collection must agree to the terms of this Acknowledgment and Release, if CAHC determines that the collection may be viewed.

Screening Criteria

Requesting to view an unprocessed collection does not guarantee that access will be granted. In order for unprocessed collections to be made available, CAHC staff must screen the materials to ensure that they are suitable for viewing. CAHC staff will apply the following criteria before making an unprocessed collection available to members of the public:

- Personally Identifiable Information (“PII”): The unprocessed collection must not contain any PII such as Social Security Numbers or and financial account numbers. The collection must not contain PII such as student, medical, criminal, or personnel records. If materials containing PII can reasonably be removed or redacted, the unprocessed collection may be viewed.
- Donor Restrictions: The Gift Agreement for the unprocessed collection must not impose any restrictions to access by members of the public. If a donor has restricted access to any part of the collection, CAHC will not make the unprocessed collection available.
- Condition of Materials: Unprocessed collections may present preservation concerns, including hazards to human health and risks to other materials in the CAHC archive. CAHC staff will take reasonable steps to separate materials that require preservation treatment and may create access copies of the originals. CAHC may deny access to materials in an unprocessed collection if the materials are too fragile or unstable for handling.

Requests to View Unprocessed Collections

Members of the public wishing to view unprocessed collections should contact CAHC at cahc@ualr.edu or 501-320-5780 to request access. Advance notice to CAHC staff is required.

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- CAHC staff must have at least the time periods listed below to apply the Screening Criteria to the materials in question. Limited staffing during summer months may increase the time involved:
 - Onsite unprocessed collections: 2 to 4 weeks.
 - Offsite unprocessed collections: 6 weeks.
 - Unprocessed audiovisual materials: 6 weeks. Analog audiovisual materials (VHS tapes, cassettes, reels, etc.) must be digitized at the researcher's expense to allow access. CAHC staff will provide pricing information for digitizing upon request.
 - Unprocessed born-digital audiovisual materials: 6 weeks
- A maximum of 10 boxes per unprocessed collection can be requested.
- Unprocessed collections can only be viewed in the Roberts Library research room.

Requirements of Researchers

Members of the public who receive permission to view unprocessed collections are subject to the following requirements:

- Researchers who find PII must notify CAHC staff. PII cannot be copied or disclosed.
- Researchers assume all responsibility for the infringement of copy rights or the invasion of privacy rights that may result from viewing materials in the unprocessed collection.
- Researchers agree to cite any materials used in publications or media productions. Citations should include the following: description of item; location of item in collection (box number, folder number); collection name; accession number; University of Arkansas at Little Rock Center for Arkansas History and Culture, Little Rock, Arkansas; date accessed.
- Researchers agree to waive any claims against the Board of Trustees of the University of Arkansas System; the University of Arkansas at Little Rock; CAHC; and against any agent or employee of the foregoing; arising out of the use or viewing of unprocessed collections.
- Researchers agree to indemnify and hold harmless the Board of Trustees of the University of Arkansas System; the University of Arkansas at Little Rock; CAHC; and any agent or employee of the foregoing; as to all claims, demands, costs, and expenses arising out of the use or viewing of unprocessed collections.

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Researcher Signature:

Date:

Researcher Printed Name:

Phone:

Email:

Accepted by: