

## **Part 2 Chapter 6: Policy for Reading Room Access and Reference Services**

*(Adopted by Board of Trustees on October 16, 2009)*

### *Rule 6.1 Reading Room Access.*

- A.** Researchers requiring special assistance should notify the receptionist at the lobby registration desk. Every effort will be made to accommodate special needs.

Anyone fifteen years of age or older entering the reading rooms of the Department must have a valid Reading Room Identification Card, which is issued upon successful written completion of a card application form.

Application for a Reading Room Identification Card is made in person at the William F. Winter Archives and History Building.

One of the following forms of valid photographic identification must be presented with the completed application:

1. state driver's license
2. state-issued identification card
3. a school identification card, or
4. a passport
5. In the absence of these, other valid photographic identification may be considered; however, issuance of a Reading Room Identification Card is not automatic.

Individuals who cannot present valid photographic identification will not be issued a Reading Room Identification Card, and consequently cannot enter the reading rooms. Application information, reading room registration, and materials requested are confidential in so far as can be supported by state law (§39-3-365, *MCA 1972*).

Reading Room Identification Cards, issued free of charge, are valid for one year from issuance date. There is a small fee to issue a replacement card prior to the expiration date.

- B.** While the Department encourages the study of history by researchers of all ages, persons under the age of fifteen must be accompanied at all times by an adult who is responsible for monitoring the behavior of the child. Persons disruptive to the research of others will be asked to leave. No strollers or baby carriers are allowed in the reading rooms.
- C.** There are three research areas:
1. The Public Reading Room

2. The Media Reading Room
3. The Archival Reading Room.

**D.** Hours of operation are approved by the MDAH Board of Trustees, posted on the Department Web site, and are subject to change without notice.

The Department of Archives and History is closed for the following ten holidays:

1. New Year's Day
2. Birthdays of Dr. Martin Luther King, Jr. and Robert E. Lee
3. Birthday of George Washington
4. Confederate Memorial Day
5. National Memorial Day
6. Independence Day
7. Labor Day
8. Veterans Day
9. Thanksgiving Day, and
10. Christmas Day

Other holidays may be observed at the discretion of the Governor and/or the Department Director.

- E.** The researcher must register electronically to gain access to the reading rooms. Registration is accomplished by swiping the Reading Room Identification Card through the turnstile entrance.
- F.** Materials allowed in the reading rooms are pencils, unbound note paper, note cards and tablets, index cards, spiral notebooks without materials in pockets (limit 2), ring binder without materials in pockets (limit 1), small computers (cases must be left in the patron's locker), and light wraps such as sweaters and shawls.

The following items are not allowed in the reading rooms: outer coats, briefcases, purses, waist packs, backpacks, umbrellas, computer cases, and envelopes. Also, personal books, papers, photographs or other media which could be confused with materials in the Department's holdings may not be brought into the reading rooms. The use of pens and

highlighters in the reading rooms is not allowed, nor are pressure notecards, such as “post its.”

Cameras scanners or other mechanical duplicating equipment belonging to the public are not allowed in the reading rooms. Exceptions for public relations purposes may be made by the Division director so long as research activity of other patrons is not disturbed.

Lockers are provided for storage of items not allowed in the reading rooms. The Department has no responsibility for any loss or damage to materials stored in lockers.

No food, drink, or tobacco products are allowed. As a courtesy to our researchers, a vending refreshment area is located off of the lobby.

The use of cell phones is restricted to the lobby.

Upon staff request, researchers must allow staff to inspect items upon entering and leaving the reading rooms.

#### **G. Access to Records:**

1. Any researcher possessing a valid Reading Room Identification Card has access to materials available to the public.
2. Bibliographic access is provided through the online public access catalog (OPAC). Printouts of bibliographic research may be made at certain of these catalogs at a per page charge.
3. Physical access to records is provided in one of the three reading rooms, depending upon the format of the record. The bibliographic record will indicate the specific room. The Public Reading Room contains open-shelf browsing for published materials; the Media Reading Room provides self-retrieval for microform materials and access to audio-visual and electronic material. The Archival Reading Room provides access to archival material, Mississippiana, and rare books. Additional security regulations govern the use of the Archival Reading Room.
4. Material may not be written on, altered, folded, traced, or handled in any way likely to damage it. It is unlawful for any person to willfully mutilate library materials, punishable as a misdemeanor with a fine not to exceed five hundred dollars or by imprisonment in the county jail not to exceed six months, or by both (§39-3-309, *MCA 1972*).
5. No material may be removed from the room where originally issued. It is unlawful for any person to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization (§39-3-303, *MCA 1972*) and is punishable

as a misdemeanor with a fine not to exceed five hundred dollars or by imprisonment in the county jail not to exceed six months, or by both (§39-3-309, *MCA 1972*).

6. When finished with material, researchers should not re-shelve or re-file, but return the material to designated areas in the reading rooms.
7. Retrieval from the closed stacks ends thirty minutes prior to the closing time.
8. All research materials must be returned no later than fifteen minutes prior to closing time.

#### **H. The Archival Reading Room:**

1. Materials made available in the Archival Reading Room are unique archival materials, published *Mississippiana* and other rare items. In most instances, these materials are not available elsewhere. As a result, additional security procedures govern access to these materials.
2. To enter the Archival Reading Room, the researcher must present the Reading Room Identification Card to the staff member on duty at the entrance. The staff member will confirm that the researcher has requested materials to be delivered to the Archival Reading Room. No one can be admitted to this research area without a valid Reading Room Identification Card.
3. To receive the requested materials, the researcher presents the Reading Room Identification Card at the reference desk. The staff member on duty uses the card to check out one container of materials at a time to the researcher. Upon receipt of the container, the researcher must sign the call slip. When finished, the researcher returns the container to the reference desk with the Reading Room Identification Card, which the staff member uses to check in the material.
4. To exit the Archival Reading Room the researcher must present the Reading Room Identification Card to the staff member for confirmation that all materials have been returned and checked in.

#### **I. Copying:**

1. The Reading Room Identification Card also serves as a debit card for use in paying for photocopies, public orders and computer printouts. A self-service card recharger for placing cash value on the card is available in the bibliographic area of the Public Reading Room.
2. The Department is not responsible for any unused money remaining on a Reading Room Identification Card or for a card that is damaged, lost or stolen.

3. Reading room staff does not make change or give refunds.
4. Duplication fees and charges are approved by the MDAH Board of Trustees, posted on the Department Web site, and are subject to change without notice.
5. United States copyright law governs the duplication of copyrighted material. The user accepts full responsibility for the duplicated materials and agrees to indemnify the Department of Archives and History, Department staff and the State of Mississippi from any damages as a result of said duplicated materials being made available to any persons, organizations or business without appropriate authorization of the Department and/or copyright holder(s).
6. Permission to further reproduce any Department material outside of the fair use provisions of Title 17, U.S. Code, in accordance with the Bern Convention for the Protection of Literary and Artistic Works, should be requested of the director of the Archives and Records Services Division prior to duplication.

a. The Public Reading Room:

Debit card and coin-operated self-service photocopiers are available in the Public Reading Room. The researcher is responsible for the operation of the machine and the resulting quality of the copies. Printouts of bibliographic research may be made at certain of these catalogs at a per page charge. These self-service prints can be obtained by using the debit card. Photographic, electronic or other reproduction formats must be requested using a Department order form.

b. The Media Reading Room:

Debit card and coin-operated self-service microform printers are available in the Media Reading Room. The researcher is responsible for the operation of the machine and the resulting quality of the copies. Photographic, electronic or other reproduction formats must be requested using a Department order form.

c. The Archival Reading Room:

- i. All photo-duplication of material used in the Archival Reading Room is done by the reference staff, subject to preservation and copyright/donor restrictions.
- ii. Requests for photocopies are placed on a Department order form available at the reference desk. Photographic, electronic or other copies must be requested using a Department order form.

- iii. United States copyright law governs the duplication of copyrighted material. If, in the judgment of the Department of Archives and History, fulfillment of a duplication request would involve a violation of copyright law, the Department will not accept the request.
- iv. Pre-payment of the cost of copying is required (§25-61-7(1), *MCA 1972*). The researcher must make payment using his research debit card, personal check, or exact change.
- v. Dependent upon the size of an order, the fragility of the archival items, and/or the time of day the order is submitted, it is possible that the photo-duplication request may not be completed the same day requested. Duplication requests held over may be picked up at the reference desk or may be mailed, at researcher postage cost. No completion date can be guaranteed.

d. Certified Copies:

- i. Division staff must produce all copies that are to be certified.
- ii. There will be a charge for each certified item. This fee must be paid before the certification process begins. The certification fee is approved by the MDAH Board of Trustees, posted on the Department Web site, and is subject to change without notice.
- iii. The Department Director will sign the certification statement for copies of records transferred to the Department under the Archives and Records Management Act of 1981. In his/her absence the Archives and Records Services Division director is authorized to affix the Department director's signature stamp to the certificate and sign his initials and date of action next to the stamped signature.
- iv. For materials not covered by the Archives and Records Management Act, the Archives and Records Services Division director is authorized to sign a certification statement.
- v. The Department seal shall be imprinted upon each signature.

Source: *Miss. Code Ann.* §§ 29-59-1, 39-3-365, 39-3-303, 39-3-309, 25-61-7(1) (1972, as amended).

*Rule 6.2 Reference Assistance.*

**A. The Public Reading Room:**

Reference staff at the main reference desk, located in the center of the room, must remain at the reference desk. A satellite reference desk, in the bibliographic area, is maintained as staffing allows.

**B. The Media Reading Room:**

One reference station is in this room. The primary function of this station is to provide assistance in locating materials in the Media Reading Room and to provide assistance in operating the machinery.

**C. The Archival Reading Room:**

Reference assistance is available from staff at the main reference desk.

**D. Telephone Reference Service:**

The Department maintains a reference desk to respond to inquiries submitted by telephone, e-mail, and telefacsimile. Hours of operation for this desk correspond to that of the Public Reading Room weekday hours.

Limited reference materials are maintained at the telephone reference desk. Telephone inquiries that can be answered during the course of a short telephone conversation will be answered. All other requests must be submitted in writing. Return telephone calls cannot be made.

**E. Written Reference Service:**

All reference requests not answered by telephone must be submitted in writing. Each written request will be allotted up to one hour of staff research time for answering the request.

If the request is answered by the Division, and a charge for copies is indicated, the requestor will be notified by a letter of the results of the search and the cost for copies, which cost must be prepaid before the copies are provided. *(BOT 05/15/1992; Amended 10/16/2009)*

If the request is not answered at the expiration of one hour, the original letter along with an explanatory letter indicating what was searched will be sent the requestor. A list of freelance researchers will be enclosed so that the requestor has the option to contract with them or resubmit the request to the Department, where it will be placed in the requests queue. *(BOT 05/15/1992; Amended 10/16/2009)*

1. Reference Fees:

There will be no charge for the hour of research provided to citizens of Mississippi. Out-of-state requests will be assessed an hourly charge, which must be paid before research begins. *(BOT 05/15/1992; Amended 10/16/2009)* Reference fees are

approved by the MDAH Board of Trustees, posted on the Department Web site, and are subject to change without notice.

2. Reference Response Time:

When response time for mail reference exceeds six weeks, delay notifications will be mailed upon receipt of all requests subject to said delay, advising the requestor of the approximate time in which a response can be expected. (*BOT 05/15/1992; Amended 10/16/2009*)

3. The priority of responses to reference requests will be as follows:

- a. Requests for vital records information
- b. Official requests from state government agencies
- c. Other requests (*BOT 05/15/1992*)

Source: *Miss. Code Ann.* §§ 29-59-1, 39-3-1 (1972, as amended).

**Part 2 Chapter 11: Policy on Reformatting Public Records of Archival and Enduring Value.**

(*Approved by the Board of Trustees, April 19, 2013*)

*Rule 11.1.* In accordance with §25-59-9, §25-59-29, and §25-60-1 of the *Mississippi Code of 1972, Annotated*, as amended, the Mississippi Department of Archives and History (MDAH) maintains a list of standards required for the reproduction of public records when using digital imaging and microfilming systems. By setting these standards, MDAH seeks to ensure that public records maintained only in microform or digital image formats will remain accessible to the public or custodian for the full period that the records must be retained. The standards are applicable to all custodians of public records (as defined in §25-59-3, *MCA 1972*) including state agencies, counties, municipalities, school districts, and other entities of the state of Mississippi.

Adherence to the standards is required when reformatting records which have been determined by the State Records Committee or Local Government Records Committee to have either permanent archival value or enduring value to the custodian; which have been so designated on an approved records control schedule; and which will be destroyed after they are reformatted. Records of enduring value are those records which, although not permanent or archival, an entity determines need to be retained for a period of time after the records become inactive.

Custodians of public records may destroy the original records from which the reproductions have been made, or any part of them, provided that:

- A. the records are of no value to the agency concerned;

- B. MDAH certifies that the records may be destroyed through the provisions of retention schedules approved by the State Records Committee or Local Government Records Committee; and
- C. the records reformatted and approved for destruction are reported to MDAH in such manner as it may direct.

If an agency or local government has an imaging application that requires adoption of technical standards that are not in compliance with these standards, it is not the intention of MDAH to impose standards that will reduce the intended benefits of the application, provided demonstrated, responsible steps have been taken to insure the future migration of the images in accordance with retention requirements. In such cases, the agency or local government should request to work with MDAH to develop alternative systems. The use of an alternative system should be considered exceptional. MDAH will not approve disposal of original records unless it is fully confident that all measures insuring future migration of data are in place.

In addition, custodians of public records are advised to follow the Department's recommended practices for digitizing public records. These guidelines, which specify recommended practices of system management and operation that will help ensure long-term accessibility to the reformatted records, cover the areas of documentation, quality control, indexing, migration, back-up/disaster recovery/security, expungement/redaction/encryption capabilities, legality, and system selection.

Source: *Miss. Code Ann.* §§ 25-59-9, 25-59-29, 25-60-1, and 25-59-3 (1972, as amended).

## **Part 2 Chapter 6: Policy for Reading Room Access and Reference Services**

*(Adopted by Board of Trustees on October 16, 2009; Amended April 19, 2013)*

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Application for a Reading Room Identification Card is made in person at the William F. Winter Archives and History Building.

One of the following forms of valid photographic identification must be presented with the completed application:

1. state driver's license
2. state-issued identification card
3. a school identification card, or
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5. In the absence of these, other valid photographic identification may be considered; however, issuance of a Reading Room Identification Card is not automatic.

Individuals who cannot present valid photographic identification will not be issued a Reading Room Identification Card, and consequently cannot enter the reading rooms. Application information, reading room registration, and materials requested are confidential in so far as can be supported by state law (§39-3-365, *MCA 1972*).

Reading Room Identification Cards, issued free of charge, are valid for one year from issuance date. There is a small fee to issue a replacement card prior to the expiration date.

- B. While the Department encourages the study of history by researchers of all ages, persons under the age of fifteen must be accompanied at all times by an adult who is responsible for monitoring the behavior of the child. Persons disruptive to the research of others will be asked to leave. No strollers or baby carriers are allowed in the reading rooms.
- C. There are three research areas:

1. The Public Reading Room
2. The Media Reading Room
3. The Archival Reading Room.

D. Hours of operation are approved by the MDAH Board of Trustees, posted on the Department Web site, and are subject to change without notice.

The Department of Archives and History is closed for the following ten holidays:

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- E. The researcher must register electronically to gain access to the reading rooms. Registration is accomplished by swiping the Reading Room Identification Card through the turnstile entrance.
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The following items are not allowed in the reading rooms: outer coats, briefcases, purses, waist packs, backpacks, umbrellas, computer cases, and envelopes. Also, personal books,

papers, photographs or other media which could be confused with materials in the Department's holdings may not be brought into the reading rooms. The use of pens and highlighters in the reading rooms is not allowed, nor are pressure notecards, such as "post its."

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Lockers are provided for storage of items not allowed in the reading rooms. The Department has no responsibility for any loss or damage to materials stored in lockers.

No food, drink, or tobacco products are allowed. As a courtesy to our researchers, a vending refreshment area is located off of the lobby.

~~The use of cell phones is restricted to the lobby.~~ Cell phones must be set to silent or vibrate mode and conversations must not be conducted in the reading rooms.

Upon staff request, researchers must allow staff to inspect items upon entering and leaving the reading rooms.

#### G. Access to Records:

1. Any researcher possessing a valid Reading Room Identification Card has access to materials available to the public.
2. Bibliographic access is provided through the online public access catalog (OPAC). Printouts of bibliographic research may be made at certain of these catalogs at a per page charge.
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4. Material may not be written on, altered, folded, traced, or handled in any way likely to damage it. It is unlawful for any person to willfully mutilate library materials, punishable as a misdemeanor with a fine not to exceed five hundred dollars or by imprisonment in the county jail not to exceed six months, or by both (§39-3-309, MCA 1972).

5. No material may be removed from the room where originally issued. It is unlawful for any person to remove library materials, without authorization, from the premises wherein such materials are maintained or to retain possession of library materials without authorization (§39-3-303, *MCA 1972*) and is punishable as a misdemeanor with a fine not to exceed five hundred dollars or by imprisonment in the county jail not to exceed six months, or by both (§39-3-309, *MCA 1972*).
6. When finished with material, researchers should not re-shelve or re-file, but return the material to designated areas in the reading rooms.
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1. Materials made available in the Archival Reading Room are unique archival materials, published Mississippiana and other rare items. In most instances, these materials are not available elsewhere. As a result, additional security procedures govern access to these materials.
2. To enter the Archival Reading Room, the researcher must present the Reading Room Identification Card to the staff member on duty at the entrance. The staff member will confirm that the researcher has requested materials to be delivered to the Archival Reading Room. No one can be admitted to this research area without a valid Reading Room Identification Card.
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4. To exit the Archival Reading Room the researcher must present the Reading Room Identification Card to the staff member for confirmation that all materials have been returned and checked in.

#### I. Copying:

1. The Reading Room Identification Card also serves as a debit card for use in paying for photocopies, public orders and computer printouts. A self-service card recharger for placing cash value on the card is available in the bibliographic area of the Public Reading Room.

2. The Department is not responsible for any unused money remaining on a Reading Room Identification Card or for a card that is damaged, lost or stolen.
3. Reading room staff does not make change or give refunds.
4. Duplication fees and charges are approved by the MDAH Board of Trustees, posted on the Department Web site, and are subject to change without notice.
5. United States copyright law governs the duplication of copyrighted material. The user accepts full responsibility for the duplicated materials and agrees to indemnify the Department of Archives and History, Department staff and the State of Mississippi from any damages as a result of said duplicated materials being made available to any persons, organizations or business without appropriate authorization of the Department and/or copyright holder(s).
6. Permission to further reproduce any Department material outside of the fair use provisions of Title 17, U.S. Code, in accordance with the Bern Convention for the Protection of Literary and Artistic Works, should be requested of the director of the Archives and Records Services Division prior to duplication.

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- b. The Media Reading Room:

Debit card and coin-operated self-service microform printers are available in the Media Reading Room. The researcher is responsible for the operation of the machine and the resulting quality of the copies. Photographic, electronic or other reproduction formats must be requested using a Department order form.

- c. The Archival Reading Room:

- i. All photo-duplication of material used in the Archival Reading Room is done by the reference staff, subject to preservation and copyright/donor restrictions.

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- iv. For materials not covered by the Archives and Records Management Act, the Archives and Records Services Division director is authorized to sign a certification statement.
- v. The Department seal shall be imprinted upon each signature.

Source: *Miss. Code Ann.* §§ 29-59-1, 39-3-365, 39-3-303, 39-3-309, 25-61-7(1) (1972, as amended).

*Rule 6.2 Reference Assistance.*

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If the request is not answered at the expiration of one hour, the original letter along with an explanatory letter indicating what was searched will be sent the requestor. A list of freelance researchers will be enclosed so that the requestor has the option to contract with them or resubmit the request to the Department, where it will be placed in the requests queue. (*BOT 05/15/1992; Amended 10/16/2009*)

- a. Reference Fees:  
There will be no charge for the hour of research provided to citizens of Mississippi. Out-of-state requests will be assessed an hourly charge, which must be paid before research begins. *(BOT 05/15/1992; Amended 10/16/2009)* Reference fees are approved by the MDAH Board of Trustees, posted on the Department Web site, and are subject to change without notice.
- b. Reference Response Time:  
When response time for mail reference exceeds six weeks, delay notifications will be mailed upon receipt of all requests subject to said delay, advising the requestor of the approximate time in which a response can be expected. *(BOT 05/15/1992; Amended 10/16/2009)*
- c. The priority of responses to reference requests will be as follows:
  - i. Requests for vital records information
  - ii. Official requests from state government agencies
  - iii. Other requests *(BOT 05/15/1992)*

Source: *Miss. Code Ann.* §§ 29-59-1, 39-3-1 (1972, as amended).

**Part 2 Chapter 11: Policy on Reformatting Public Records of Archival and Enduring Value.**

*(Approved by the Board of Trustees, April 19, 2013)*

Rule 11.1. In accordance with §25-59-9, §25-59-29, and §25-60-1 of the Mississippi Code of 1972, Annotated, as amended, the Mississippi Department of Archives and History (MDAH) maintains a list of standards required for the reproduction of public records when using digital imaging and microfilming systems. By setting these standards, MDAH seeks to ensure that public records maintained only in microform or digital image formats will remain accessible to the public or custodian for the full period that the records must be retained. The standards are applicable to all custodians of public records (as defined in §25-59-3, MCA 1972) including state agencies, counties, municipalities, school districts, and other entities of the state of Mississippi.

Adherence to the standards is required when reformatting records which have been determined by the State Records Committee or Local Government Records Committee to have either permanent archival value or enduring value to the custodian; which have been so designated on an approved records control schedule; and which will be destroyed after they are reformatted. Records of enduring value are those records which, although not permanent or archival, an entity determines need to be retained for a period of time after the records become inactive.

Custodians of public records may destroy the original records from which the reproductions have been made, or any part of them, provided that:

- A. the records are of no value to the agency concerned;
- B. MDAH certifies that the records may be destroyed through the provisions of retention schedules approved by the State Records Committee or Local Government Records Committee; and
- C. the records reformatted and approved for destruction are reported to MDAH in such manner as it may direct.

If an agency or local government has an imaging application that requires adoption of technical standards that are not in compliance with these standards, it is not the intention of MDAH to impose standards that will reduce the intended benefits of the application, provided demonstrated, responsible steps have been taken to insure the future migration of the images in accordance with retention requirements. In such cases, the agency or local government should request to work with MDAH to develop alternative systems. The use of an alternative system should be considered exceptional. MDAH will not approve disposal of original records unless it is fully confident that all measures insuring future migration of data are in place.

In addition, custodians of public records are advised to follow the Department's recommended practices for digitizing public records. These guidelines, which specify recommended practices of system management and operation that will help ensure long-term accessibility to the reformatted records, cover the areas of documentation, quality control, indexing, migration, back-up/disaster recovery/security, expungement/redaction/encryption capabilities, legality, and system selection.

Source: *Miss. Code Ann.* §§ 25-59-9, 25-59-29, 25-60-1, and 25-59-3 (1972, as amended).