Logan Archives

Use Policy

The Logan College of Chiropractic (LCC) Archives strives to identify, preserve, and make accessible primary source material relating to the history of the college and to the history of chiropractic in accordance with accepted archival principles. Its primary purpose is to document the history of Logan College of Chiropractic and the general history of the field of Chiropractic. Contents of the archives shall provide source material for administrators, faculty, students, alumni, scholars, authors and other interested members of the chiropractic community. These materials include records generated by Logan College of Chiropractic such as newsletters, promotional materials, and catalogs. They also include items that have been donated by other chiropractic agencies or individuals and have historical significance to either Logan College or the chiropractic profession.

The following rules govern the use of the Logan Archives Collections.

Restrictions on Use

- Use of the archives is open to all. All materials must be used at the archives reading table.
- Each user must register with the archives.
- Any researcher doing extensive research must complete a “Researcher Application” form in order to establish his/her identity and to assist archival staff in locating potentially useful sources. (Data collected may be used for statistical purposes and research topic summaries. No user will be personally identified.)
- The archives are housed in closed stacks. An archives staff member will conduct a reference interview, retrieve the desired material, and bring it to the user.
- A researcher may only use one box at a time and is responsible for returning all materials to the archives staff person.
- Archival material may not leave the archives nor may it be transferred to another researcher.
- Permission to view and use restricted material must be obtained from the archivist and/or library director.

Care of materials

- Only pencil may be used. Pens and markers are never permitted. Computers and personal scanners are permitted. Scanners must be flat bed scanners. Archival documents may never be fed through a feeder.
- Handle all materials with care. Do not erase or add marks to documents. All photographs shall be handled while wearing white gloves.
- Materials shall not be leaned on, erased, folded or handled in any way likely to cause damage.
- Materials must be maintained in the order in which they are received. If any material appears to be out of order, please notify a staff member. Do not rearrange papers.

Reproduction for Research Use
- Researchers may scan and photocopy archival material provided that such duplication can be done without injury to the material and when duplication does not violate donor agreements or copyright restrictions. **Permission to reproduce does not constitute permission to publish.**
- Documents and photos may be submitted for reproduction by archival staff. Fees may apply.
- Requests to duplicate restricted materials will require approval from the archivist and/or library director.

**Permission to Publish**

- Permission to publish from either unpublished manuscripts or published works under copyright must be obtained from the copyright holder. It is the researcher’s responsibility to secure permission.
- For original manuscripts, permission from Logan College must be obtained through the archivist and/or library director.