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As part of its commitment to the [□](#), SCA engages in collaborative processes with appropriate cultural and institutional partners to identify culturally sensitive materials and to create appropriate access protocols for those found to be culturally sensitive. These access protocols may require additional time for consultation, the need to seek permission or consultation for access from appropriate cultural and institutional partners, or other protocols not specified above. Please [contact the department](#) to learn more.

Physical (Onsite) Access

Physical access to SCA's holdings is provided on site in the [Miriam Lemont Reading Room located on the second floor of Cline Library](#). Due to the unique and rare nature of our materials, the published and archival collections are non-circulating and non-browsing.

SCA is open to all. Northern Arizona University (NAU) and Coconino Community College (CCC) faculty, staff, and students are automatically registered as researchers at Cline Library. Researchers who are not affiliated with NAU or CCC are required to register as SCA researchers by providing SCA staff with their contact information, such as a driver's license, passport, student or faculty ID, or tribal ID.

Researchers are encouraged to review SCA's [Location & Directions, Using Our Collections](#) and [Reading Room Policy](#) webpages prior to seeking access to materials in the Miriam Lemont Reading Room in Cline Library. By accepting a research appointment in the Miriam Lemont Reading Room, researchers agree to abide by SCA's guidelines for accessing and using its materials, as described

Access to Unprocessed or Minimally Processed Materials

- archival materials which have not been adequately prepared for research use

- archival materials which have been only partially prepared for research use (e.g. inventoried, but not arranged or described)

SCA seeks to provide access to its archival collections as soon as it is feasible to do so. In some cases, unprocessed or minimally processed archival materials may be made available on site in the Miriam Lemont Reading Room.

Please contact SCA by phone at (928) 523-5551 or [email](mailto:Special.Collections@nau.edu) at Special.Collections@nau.edu to request access to unprocessed or minimally processed materials. Requests for unprocessed or minimally processed materials made without advance notice will not be fulfilled by SCA staff.

SCA staff will review requests for unprocessed or minimally processed materials on a case-by-case basis. If researchers are granted access to such materials in the Miriam Lemont Reading Room, they must receive assistance from an archivist or SCA staff member to ensure they handle materials appropriately.

For more information on unprocessed and minimally processed materials, please see SCA's [Arrangement and Description Policy](#).

Access Restrictions

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Researchers may use their own cameras or cell phones to take pictures of archival materials. Flash photography is not permitted in order to protect materials from light