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Cline Library

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# Special Collections and Archives Preservation Policy

Last updated May 18, 2022

## Overview

As part of its commitment to stewardship, Cline Library Special Collections and Archives (SCA) acts to maintain, protect, and preserve the unique, rare, and archival materials in the department's holdings while continuing to make said materials available for research use. 3 (d )2 (c)- 14.88 re f\*25(s)-1 (e)(a)-5 (4fo m)3 (a(ot)2 (ev)-3 (d)]

their long term viability. Please see SCA's [Arrangement and Description Policy](#) for more information.

SCA commits to the maintenance and improvement of archival storage conditions within its physical collections storage environments to maximize the stability of materials over time and minimize threats to materials. SCA staff collaborate with Cline Library staff as well as NAU Facility Services, the Vice President of Capital Planning and Campus Operations, and others to maintain appropriate temperature and humidity levels, to minimize light exposure, and to address infrastructure issues in SCA's physical storage environments. SCA is a key partner in [Cline Library's Integrated Pest Management Plan](#) (or IPM Plan), which addresses the threat of pests or biological infestation.

Access to SCA's physical collections storage areas is limited to authorized personnel to ensure the security of collections materials and to prevent theft or vandalism.

## Emergency Management

SCA is an active participant in Cline Library's emergency management and disaster preparedness activities. Departmental staff adhere to the [Cline Library Emergency Management Plan](#), which provides guidance in the prevention of and response to all types and sizes of disasters that result in collections damage.

## Cultural Care of Archival Materials

As part of its commitment to implementing the guidance of the [Protocols for Native American Archival Materials](#), SCA staff will refrain from performing specialized care, rituals, or ceremonies for sacred or spiritual items in its holdings. Instead, SCA and Cline Library will consult with its appropriate cultural and institutional partners regarding such materials. Cline Library and SCA seek to accommodate any necessary rituals or ceremonies conducted by appropriate religious or cultural practitioners.

SCA recognizes that culturally sensitive materials have preservation needs which go beyond traditional archival practices to encompass community-specific forms

