



### Access and Use – Practical Exercise

Developing the access and use policy is an integral part of your overall collections management/development policy. Without these elements, your collection is of little use or value to your institution’s visitors and patrons. In this exercise, you will be presented with three scenarios and asked whether or not to provide access to that collection. While deciding on the access request, be sure to consider the following concerns adapted from John E. Simmons, *Things Great and Small: Collections Management Policies*, pg. 116, Table 13.1.

| Concern   | Policy Consideration  |
|-----------|---|
| Care      | Access and use cannot compromise collections care.                                      |
| Mission   | The access matches the overall mission of your institution.                             |
| Resources | The institution has the physical and financial ability to implement the access request. |
| Risk      | There is consensus regarding the acceptable risks to balance access and protection.     |
| Security  | The access will not counter any security policies adopted by your institution.          |

For each scenario, decide whether or not the concern listed in the table above is of high or low impact as you make a decision about providing access. Finally, determine whether or not you will be providing access and list the reason why or why not.





Scenario #1: Your institution has recently finished a digitization project of your historic postcard collection. Currently, low-resolution versions of the postcards are available online and your institution owns the hi-resolution TIFF files. You were recently contacted by a local historian about using the postcards in their book about the town’s upcoming anniversary. The postcards are all over 100 years old and, as far you can find, the copyrights have expired. Your institution does not have a policy for reproduction or a fee schedule for researchers. The historian is asking for about 45% of the postcard collection in hi-resolution format.

| Concern   | High Impact | Low Impact |
|-----------|-------------|------------|
| Care      |             |            |
| Mission   |             |            |
| Resources |             |            |
| Risk      |             |            |
| Security  |             |            |

Access request:  Approved  Denied

|                      |  |
|----------------------|--|
| Reasons Why/Why Not: |  |
|----------------------|--|

Scenario #2: The institution you work for has the only collection of historic newspapers from a settlement that was relocated due to the hurricane of 1915. The newspapers are in fragile condition and must be handled with utmost care. You have been contacted by a graduate student who wants to use the newspapers as the primary source for their thesis research. Unfortunately, due to a cut-back of staff, you are the only person in the office the day the student wants to access the newspapers and your yearly budget is due.

| Concern   | High Impact | Low Impact |
|-----------|-------------|------------|
| Care      |             |            |
| Mission   |             |            |
| Resources |             |            |
| Risk      |             |            |
| Security  |             |            |

Access request:  Approved  Denied

|                      |  |
|----------------------|--|
| Reasons Why/Why Not: |  |
|----------------------|--|





Scenario #3: A local elementary school teacher has emailed you about a class project covering the history of the soda bottling plant located in your town. Your institution happens to have an excellent collection of all the types of bottles used by the plant from 1925-1985. The collection is kept in an off-site storage facility. At your earliest convenience, the teacher would like to bring in 15 school-aged children to view the collection as part of their class project.

| Concern   | High Impact | Low Impact |
|-----------|-------------|------------|
| Care      |             |            |
| Mission   |             |            |
| Resources |             |            |
| Risk      |             |            |
| Security  |             |            |

Access request:            Approved            Denied

|                      |  |
|----------------------|--|
| Reasons Why/Why Not: |  |
|----------------------|--|

