

UNIVERSITY OF ILLINOIS ARCHIVES
Alpha Tau Omega Archives
Policies Governing Access and Use

Alpha Tau Omega (ATO), one of the nation's oldest and largest general college fraternities, takes seriously its partnership in higher education and responsible citizenship. The ATO Archives, comprising material from the ATO Fraternity and ATO Foundation as well as related bodies, include many textual, audio, and visual materials which have been acquired, arranged, described, and preserved to support fraternal administration, public relations, scholarly research, and academic instruction. To ensure professional archival direction in a research institution, ATO has deposited its Archives at the University of Illinois Archives at Urbana-Champaign. ATO supports the goals of research and scholarly inquiry. As a consequence, the following policies governing the access and use of the ATO Archives are intended to be as liberal as possible with due consideration given to the needs of researchers, restrictions imposed by records creators and donors, laws pertaining to copyright, proprietary rights, libel, and privacy, and the physical preservation of the materials.

Location: The ATO Archives are located in the University of Illinois' Archives Research Center, Room 105, 1707 South Orchard, Urbana, Illinois 61801. The ATO Archives are administered as part of the University Archives' Student Life and Culture Archival Program.

Hours: The Archives Research Center is open from 8:30 AM to 12:00 noon -- and afternoons by appointment -- Monday through Friday. The University Archives, located in room 19, Main Library, 1408 West Gregory Drive, Urbana, Illinois, is open Monday through Friday from 8 a.m. to 5 p.m.

Reference Service: The Thomas Arkle Clark ATO Graduate Assistant or other Archives staff will provide information about the Archives' holdings, the existence of specific material, as well as information and evidence contained in the ATO Archives, on request via mail, e-mail, telephone, fax, or in person. Persons living in the Urbana-Champaign area ordinarily will be expected to examine material for themselves.

Categories of Records: Access policy is based on a two-part categorization of records series (See Appendix A for the designation of each record series):

1. Open Series - documents created for public dissemination, including publications and press releases, and non-confidential records. Access to these materials may be granted by the University Archivist or Student Life and Culture Archivist (hereinafter the "Archivist") and does not require the approval of the ATO Fraternity Chief Executive Officer (or designee).
2. Restricted Series - processed administrative and project records for which access is granted only after the Archivist receives approval from the ATO Fraternity Chief Executive Officer (or designee).

Application: Any person may make written application on the User Application and Agreement form (Appendix B) to the Alpha Tau Omega National Headquarters or University of Illinois Archives for permission to examine and use the ATO Archives. Permission to use Open Series may be granted by the Archivist (or designee). Permission to examine Restricted Series may be

granted only by the ATO Fraternity Chief Executive Officer (or designee), except that the staff of ATO and the University Archives may have unrestricted access in the conduct of ATO business or the administration of the ATO Archives.

Examination and Use: Each user must fill out a University Archives Reference card (Appendix C) on the first inquiry and, when requested, on succeeding inquiries. Archival materials are to be used only at the Archives Research Center or the University Archives. Users are required to conform to regulations governing the handling of documents and note-taking as established by the University Archivist. Access may be denied if the integrity or physical preservation of the documents would be jeopardized by the use. No material may be removed from the Archives without the express written permission of the ATO Fraternity Chief Executive Officer (or designated agent) and the University Archivist (or designated agent).

Copying: Single photocopies of documents may be made at the user's expense. For researchers unable to visit the Archives, photocopies of specified material may be secured through the Archivist following completion and ATO approval of the User Application and Agreement form. A supplementary written request should be submitted, specifying the materials and passages to be copied and the type of reproduction required. The Archivist may refuse any request deemed so broad as to require unreasonable staff time.

Photographs: To obtain photographic copies of material, including photographs and other visual images, authorized researchers may either:

1. Bring their own camera or other copying equipment to copy the images, exercising extreme care in handling and exposure to light; or
2. Request that the University Photo Laboratory, or other agent acceptable to the Archivist, make a copy print. If the Archives does not own a negative of the desired image, it will have a copy negative made at the requestor's expense. The copy negative will then be added to the Archives' master negative file. The photographic agent will make a print of the requested image, and will bill the requestor when the print is delivered. Information on prices is available from the Archivist.

Publication: Permission to examine and use the ATO Archives does not convey the right to publish or reproduce ATO materials beyond "fair use" provisions of the Copyright Act. Permission to publish must be obtained through a separate written request made to the ATO Fraternity Chief Executive Officer (or designee). Where permission to publish is granted, the applicant agrees to:

1. Assume complete and sole responsibility for any infringement of copyright, literary, or other rights that may arise as a result of the use or publication of the material.
2. Indicate in the published work that the original is the property of the Alpha Tau Omega Archives at the University of Illinois.
3. Provide a bibliographic citation indicating the source of the material and its location within the ATO Archives.
4. Send the ATO National Headquarters and the ATO Archives each a copy of all publications, including audio and videotapes as well as electronic and computer products.

Alpha Tau Omega Archives

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