



# UNIVERSITY OF SOUTH CAROLINA LANCASTER

## USCL Archives Research Policies

Effective: October, 1 2011

---

### Access and Use

Archival collections are open to the public, unless specifically restricted for use by a donor. Students, faculty, scholars and members of the public are welcome. To use material, a researcher must abide by the rules and regulations of the department and sign a “Researcher Registration Form” form. All research must be conducted at the USCL Archive.

---

### Research Fees

1. Photocopies for USCL students are .15 cents per page and made by the Archives staff.
  2. Photocopies for non-USCL patrons are .25 cents per page and made by the Archives staff.
  3. Photocopies for off campus patrons are .25 cents per page plus shipping and handling.
  4. The Archive charges \$10 for the duplication of each photograph or other item in the collection to be used for commercial use or publication. The USCL Archive supports the non-profit uses of our materials and no fees are charged for organizations able to prove their not-for-profit status by providing suitable documentation. No fees are charged for use of holdings in student papers, theses, dissertations, scholarly works addressed to limited audiences, official publications by the University of South Carolina, the State of South Carolina, or for exhibition in museums.
  5. The Archive charges \$5 per disk to scan images to a CD plus an additional .50 cents for each image after 10.
- 

### Hours of Operation

The department is open Monday through Thursday, 9:30 am to 4 pm and Friday, 9:30 am to 3 pm. Appointments are required, as library hours may vary, and the Archive has only one staff member. An appointment also ensures the best use of your research time. Contact Archivist Brent Burgin at: 803-313-7063 or [wburgin@sc.edu](mailto:wburgin@sc.edu)