Access and Use Policies

Digital Stewardship Curriculum

Review: Purpose of Written Policies

- Formal statements of your institution's practices, values, and goals

- Guide decisions (for you and staff)

- Increase accountability

- Legal support

Review: Audience for your Policies

- Internal - employees, other departments, governance

- External - tribal members, general public, donors, researchers

Access and Use Policy

Rules for **who** can see and use materials

Rules for **how** they can be handled and used

How they reused and circulated in digital environments

Access and Use on-site

Reading room policies

Scanning, copying, or photographing

Any charges for services (research, use of equipment, taking images)

Researcher forms

Copyright/Rights Statement

Knowing what materials are in the public domain vs. what materials have a copyright OR permissions outside of your institution

Asking to credit your TALM if used in research

Telling the researcher that THEY are responsible for researching permissions (for unknown materials, or known)