

Access and Use Policy Worksheet

Digital Stewardship Curriculum

Use the following questions to aid you as you create an Access and Use Policy. These questions are guidelines to help you think through your institution's goals to form policy statements, and are meant as suggestions.

What are the ways people can use your collections? Things to consider: Where do people come to do research in person? What is your contact information? Will you have materials online (on a Mukurtu CMS site, tribal website, or other content management system)? Will you have guides to your collections online? If you have library materials, do you have a catalog people can search?

What audiences will you have at your TALM? Tribal members, general public, tribal departments, youth, senior center, etc.?

Will these groups have different levels of access to the collections? What will those levels be? Are there materials that should be for community members only? Do you have sensitive or sacred materials that should only be available to certain people? Are there certain collections that are specifically for educating an outside audience?

When users handle materials and come to do research, what are their responsibilities?

What are the rules for research? Pencils only? Clean hands or gloves for certain materials? Laptops permitted? No photography without permission?

What reference and research services will you provide? Will there be a charge past a certain amount of time? Will you charge fees for making copies or scans, or for using a camera?

Will you have researchers fill out an application for viewing of materials? Who will decide when permission is granted?

Access and Use Policy Draft

Users:

Levels of Access:

Rules for Online Access:

Rules for Physical Access:

Reference Services: