



Cohen Center for Kansas History Policies and Procedures

Policies

The Cohen Center for Kansas History is dedicated to the fulfillment of the mission of the Cohen Collection: preserving resources on Kansas. A secondary mission is inspiring research in Kansas History. For this reason, the Cohen Center for Kansas History is limited to research and is not available for meetings. Exceptions to this policy might be made for campus VIP events that further the overall mission of the Barton Community College.

Collecting Guidelines

The Kansas History materials donated to Barton County Community College by Bart and Mary Cohen are intended to be the beginning of the collection, not the entire collection. Additional resources will be obtained primarily through donation. Collections should complement and strengthen existing areas of the collection.

Access to Materials

Access to materials shall follow the guidelines set for in the Procedures For Use Of the Cohen Center For Kansas History And The Cohen History Collection.

Procedures

The Barton County Community College Library welcomes visits to and use of the Cohen Center for Kansas History and the Cohen History Collection. Because of the need to preserve the collection, there are special guidelines which must be observed.

Availability of the Cohen Center for Kansas History Facility

As a rule, the Cohen Center for Kansas History is limited to research and is not available for meetings. Any exceptions will be handled by the Foundation Director and her office. Approval for non-research use must be obtained from the Foundation Director or her office and at least one month notice is required for reservations. Your reservation is not confirmed until you are notified of approval by Foundation Office. Please do not advertise the use of the Cohen Center for Kansas History for your event without receiving written approval for your event.

Activity Restrictions

1. The consumption of food and beverage within the Cohen Center for Kansas History is strictly prohibited.
2. If a VIP activity is permitted and special room arrangements, equipment or furniture will be needed, the Director of Learning Resources must be notified prior to the event. This notification must be sufficient for the Director of Learning Resources to make arrangements with maintenance for these special needs.
3. The Cohen Center for Kansas History may be available to the public at the rate of \$55 per event per day or any portion of a day.
4. It is the responsibility of the user to notify all attendees to pay special attention to the quiet, study environment of the Library.

Group Visits

We are happy to host group visits to the Cohen Center for Kansas History and Cohen Collection. Foundation and library staff are available to lead these visitors and will consult with the group organizer to tailor the visit accordingly. We are able to accommodate up to 12 visitors at any one time; larger groups may be broken into small groups and thus accommodated. During these group visits, selected items can be made available to handle and read; however, rare and fragile items will not be available. In order to guarantee that the room will be available for visits, prior arrangements with the Director of Learning Resources are recommended.

1. Arrangements for group visits need to be made 7 (seven) days in advance to the Foundation Director or the Director of Learning Resources.
2. If there are specific items which the visitors want to view, they need to notify the Foundation Director or the Director of Learning Resources prior to the visit. The Director of Learning Resources will evaluate the condition and value of these specific items and will make the judgment as to whether access will be provided.

Using the collections for teaching

Tutors and teachers are welcome to contact staff to discuss how the Cohen Collection may be incorporated in their teaching. This can include a combination of a group visit to introduce students to using collections and subsequent visits by students as individual researchers.

We can also use the opportunity of the group visit to talk about archival, primary, and secondary sources and the use of historical materials in research.

Prior arrangements with the Director of Learning Resources will be required in order for the collection to be used for teaching and tutoring purposes. Except for rare occasions, arrangements need to be

made at least one week in advance. Contact the Director of Learning Resources to make the arrangements.

Collecting Procedures

The Kansas History materials donated to Barton County Community College by Bart and Mary Cohen are intended to be the beginning of the collection, not the entire collection. Additional resources will be obtained primarily through donation. Generally donations are accepted only if no conditions specifying retention and access are attached. Whenever appropriate, the foundation will solicit funding from the donor to help cover the costs of cataloging and preservation. The foundation will accept materials only with a legal transfer of title through a deed of gift, deposit agreement or other official acknowledgement. Donations are encouraged, however, those donations should support the primary and secondary missions of the Cohen Center for Kansas History, preserving materials on Kansas and inspiring research in Kansas History. Materials will not be accepted for which the college does not have the resources to house, process, or preserve. Collections should complement and strengthen existing areas of the collection.

The Director of Learning Resources will approve any additions to the Cohen History Collection. All additions must further one of the missions of the Center and the Collection: to preserve Kansas history and to encourage research in Kansas history.

The Foundation Office will work with the Director of Learning Resources to coordinate donations and to provide donors with a receipt of their donations.

User Access to Materials

Since many of the items housed in Cohen Collection are rare, unique or fragile, special care must be taken when handling them. The co-operation of researchers is requested in order to preserve the materials. All of the materials are non-circulating and may only be used in the Cohen Center for Kansas History.

In order to preserve these materials, please observe the following:

1. Identification will be required if the researcher is not known by the library staff.
2. Advanced arrangements are encouraged in order to guarantee access to the materials in the Cohen Center for Kansas History. These need to be made with the Director of Learning Resources or the Foundation Office.
3. All coats, bags and cases must be given to the library staff who will store them in a secure location.

4. The door to the Cohen Center for Kansas History will remain locked (from the outside). If the researcher leaves the room, library staff will readmit them to the room.
5. Eating and drinking are not permitted.
6. Everyone handling materials in the Cohen Collection is expected to have clean hands.
7. No items will be taken out of the Cohen Center for Kansas History except by library staff.
8. Researchers will not take any items into the Cohen Center for Kansas History except for paper and an archival quality pencil provided by the library staff.
9. All items in the Cohen Center for Kansas History are in locked cases and can only be removed from the cases by library staff. Record will be kept of all items removed from the cases and for whom the items were removed. Only two (2) items may be taken out of the cases at one time for a researcher.
10. In the case a laptop is desired, one will be provided by the library, however, the user will need to notify the library 7 (seven) days in advance to guarantee that a laptop is available. (Researchers will be expected to reimburse the library for the cost of storage media provided by the library; Internet access will not be available.)
11. Unless a pre-arranged instructional session or group visit is in session, library staff may limit the number of concurrent users of the Center and the Collection in order to ensure the security of the collection.
12. Two or more users may not use the same resource at the same time without permission from the Director of Learning Resources.
13. Cotton gloves may be required for the handling of some materials. These will be supplied by the library staff.
14. Books must be supported on the padded book rests provided. Book weights for holding pages open are available.
15. Never touch illuminations or any written area in a manuscript. A slip of paper may be used to follow a written text. Please do not place anything else on an open book or manuscript, or take notes on top of a manuscript or book, whether open or closed.
16. No photographs of materials in the Cohen Collection are to be taken without the permission of the Director of Learning Resources or the Foundation Director.

17. If the fire or tornado alarm sounds at any time users should leave resources on the book rests and evacuate the building as quickly as possible under the direction of the staff.

Photocopying

1. The Copyright Act applies to all library materials, including the Cohen Collection. The researcher must assume all responsibility for questions of copyright in the use of the copies.
2. Photocopying of Collection materials is only done by, and at the discretion of, the library staff and in compliance with the Copyright Act. If there is a chance for damage to occur during photocopying, none will be done for that item. The researcher may be charged for copies.

Scanning

1. The digital scanner was purchased to digitize appropriate resources from the Cohen Collection and will be limited to that purpose. Exceptions to that restriction might be made, however, only with prior approval of the Director of Learning Resources and the Foundation Direction. The person making the request must have the legal right to do so as per the Copyright Act: In the event an exception is made, the requestor may be assessed a fee to compensate for staff time and equipment use. Possible exceptions might be:
 1. Items which will further the mission of the Cohen Center for Kansas History, Barton Library, of Barton County Community College. In the event the item meets this criteria, Barton Library will keep a digital copy of the scan and add it to their digital resources.
 2. Items for which there are no or few other existing copies and for which the loss of the item and its information would be a detriment to an existing body of knowledge.
2. Only trained library staff will operate the scanner.
3. Electronic scanning of materials will be in compliance with the Copyright Act.
4. In the event the researcher needs storage media, they will be provided a cd-rom containing their scan. The library will charge for the cost of the cd-rom.
5. If there is a chance for damage to occur during photocopying, none will be done for that item.
6. A user may request to have something from Cohen Collection or the library digitized. This request needs to be made to the Director of Learning Resources. The Director will evaluate the request as to copyright, condition of the item, and the value of the item in supporting the mission of the Collection, Barton Library or the College as a whole.