


Policy No:	ADM-LCIS-POL-0002
Policy Title:	Ownership, Access and Use of Collections
Implementation Procedure:	ADM-LCIS-PROC-0002 Procedure for Accessing Collections
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Office of Origin: (Policy Expert)	Letran Center for Intramuros Studies (LCIS)
"Supersedes" Notification:	
Purpose of Policy:	To systematically regulate the use and record all specimens, photographs and associated materials collected or produced by LCIS that are loaned or borrowed from LCIS.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All specimens, photographs and associated materials collected or produced by LCIS are its property and LCIS reserves the right to determine the use and disposition of collections. • Curators (employees responsible for collections) will provide users with timely and complete access to the collections as is possible. The type and conditions of such use must be consistent with the LCIS' responsibility for care and preservation of each collection, and any special conditions on access that may apply. • Curators are responsible for providing and arranging access to the collections under their care. Users are required to make an appointment in advance. • All users of collections must complete an LCIS Collections Request Form. • Curators will advise users as to the proper use and handling of collections and will exercise caution when determining the level of user access and supervision. • Curators may revoke access to collections when safety of the materials appears to be jeopardized. • Collection users will be responsible for securing publication rights, etc. when necessary.
Applicability:	Archives visitors, Researchers from other institutions, students and faculty of Letran
Policy Approval Authority:	 <u>Ms. Ofelia Legaspi</u>
Related Policies or References	LCIS Collections Request Form
Definition:	

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