



## Clayton State University Library Archives Access Policy

The Clayton State University (CSU) Library Archives, being the designated custodian of Clayton State University's permanent documentary heritage, strives to provide full and equal access to all university records within its custody. All collections are open to researchers, staff, faculty, students, administrators, alumni, retirees, and the general public, unless otherwise requested by the Dean of the Library or head of the transferring department or agency, or the donor.

Those collections or portions of collections which have been designated as "Closed" or "Restricted" have been done so in accordance with confidentiality and privacy guidelines set forth by the transferring department, agency, or donor. Files, which have been designated as "Closed" or "Restricted" due to student confidentiality guidelines, may only be accessed by an official departmental representative acting upon formal departmental request.

The University Archivist reserves the right to close collections or portions of collections until such time as they have been prepared for viewing by the public and/or when the record's security or protection comes in question.

Any and all questions regarding this policy should be directed to the University Archivist prior to visiting the archives.

Rosemary Fischer, University Archivist  
Clayton State University Library Archives  
2000 Clayton State Boulevard  
Morrow, GA 30260  
678.466.4333  
rosemaryfischer@clayton.edu