



University  
of Windsor

**\*Policy Title:** Archives and Special Collections

**Policy Number:**

**\*Date Established: [original date of approval]** February 1, 2019

**\*Office with Administrative Responsibility:** Leddy Library

**\*Approver:** Leddy Library

**\*Revision Date(s):** February 4, 2020

*Introduction /Background / Purpose*

To outline policies and procedures for use of material from the Archives and Special Collections.

*Application / Scope of Policy*

**Procedures:**

None of the material in these collections circulates outside the library.

None of the material in these collections is available for placement on course reserve.

Access to these collections is in-house only, during regular office hours:

Monday, Wednesday and Friday, 1:30 p.m. – 4:00 p.m.

Tuesday, Thursday 10:00 a.m-12:00 p.m.

or by appointment.

[archives@uwindsor.ca](mailto:archives@uwindsor.ca)

**Ext. 3851**

*Exceptions to Policy*

**Guidelines:**

**(Exceptions to the rule)**

There are **no exceptions or special permissions** available for any of these policies.