

CHAPTER 1. PURPOSE AND APPLICABILITY

1. **Purpose.** This handbook sets forth guidelines for the operation of Presidential libraries and Presidential materials projects and provides general guidance on administrative, professional, and technical matters. It is in accord with the provisions of law (44 U.S.C. 2101-2207 and 2301-2308 and Pub. L. 98-497) and the regulations for the public use of records (41CFR 10561). At the same time, it recognizes that in some of their activities the libraries must be guided by local circumstances.

2. **Applicability.** This handbook applies to all Presidential libraries and Presidential materials projects.

3. **Definitions.** The titles and terms listed below are cited in short form throughout this handbook:

a. President - The President of the United States or a former President whose papers are or will be deposited in a Presidential library or materials project operated by the National Archives and Records Administration.

b. NARA - National Archives and Records Administration.

c. Archivist (N) - The Archivist of the United States.

d. Deputy Archivist (ND) - The Deputy Archivist of the United States.

e. NL - The Assistant Archivist for Presidential Libraries.

f. NN - The Assistant Archivist for the Office of the National Archives.

g. Director - The Director of a Presidential library or Presidential materials project.

h. NA - The Office of Management and Administration, NARA.

i. NAA - Program Policy and Evaluation Division, Office of Management and Administration, NARA.

j. NAB - Budget and Finance Division, Office of Management and Administration, NARA.

k. NND - Records Declassification Division, Office of the National Archives.

4. **Responsibilities.** It is the responsibility of NL through the Directors to see that each library or Presidential materials project carries out the functions set forth in this handbook and the NARA Organization and Delegations of Authority Manual.

CHAPTER 2. ACQUISITION OF HISTORICAL MATERIALS

1. **Objective.** The objective of the acquisitions program is to increase the research potential of the library, primarily through the acquisition of historical materials related to the President, his work, his family, and his associates.

2. **Responsibility.** The Director is responsible for developing and carrying out a program for the acquisition of historical materials in accordance with the guidelines in this manual. In developing this program, the Director will establish priorities for solicitation of historical materials in consultation with and with the approval of NL. Among factors to be considered in establishing these priorities are the historical value of the materials, the relationship of the donor/creator to the President, and the donor/creator's role in significant historical events.

3. **Materials to be acquired.** The historical materials appropriate for acquisition by a Presidential library consist of textual, audiovisual, machine-readable, and three-dimensional items which have a subject matter or physical relationship to the President, his public or private life, his family, and associates.

a. **Core holdings.** The principal holdings of the library will consist of historical materials donated by the President and materials received by the National Archives under the Presidential Records Act of 1978 and other Federal laws and regulations. The former category of materials should include textual, audiovisual, machine-readable, and three-dimensional materials related to all aspects of the former President's life and not limited to his tenure as President.

b. **Collateral holdings.** Additional materials should be sought from:

(1) The family and close friends of the President.

(2) Associates of the President in business, political, and Government activities.

(3) Organizations to which the President belonged and political parties and citizens groups that were established in response to administration initiatives or other social, economic, diplomatic, or political events or conditions of the period of the President's tenure.

(4) Political adversaries of the President who have materials relevant to the President's activities and interest.

(5) Authors who have accumulated primary documents relating to the President and his activities and drafts of their writings about the President and events in which he was involved.

c. **Miscellaneous.**

(1) **Federal records.** Federal records that are suitable for permanent retention in a Presidential archival facility may be acquired in accordance with NARA procedures.

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(2) **Copies.** Microform or electrostatic copies of appropriate textual and machine-readable materials in other depositories should be obtained when it is not possible to obtain the original items. Copies of audiovisual items with a subject matter relationship to the holdings of the library may also be obtained.

(3) **Library produced materials.** The library may create photographs and audio and video recordings of important persons and events and retain these materials if in the opinion of the Director these persons and events are relevant to the holdings of the library.

4. Limitations on acquisition.

a. No item may be added to the manuscript, audiovisual, or museum collections which cannot be stored, protected, and preserved under conditions that ensure its availability for research or exhibit purposes and that are in keeping with accepted professional standards. If the Director determines that an item, subsequent to acquisition, can no longer be properly stored or preserved or is harmful to other objects in the collection, he should take appropriate action, including copying, disposal, or return of the item.

b. No item may be acquired which is not intended as a permanent part of the collection.

c. No item may be acquired with a commitment that it will be exhibited or that any special manner of exhibit will be followed unless prior approval is obtained from the Assistant Archivist for Presidential Libraries.

d. Unsolicited donations must be evaluated in terms of their suitability and relationship to other holdings in the library. Unsolicited donations that are not suitable or pertinent to the library should be returned to the donor with a suggestion of a suitable institution for deposit. However, such items may be accepted if, in the opinion of the Director, refusal might cause adverse publicity or unwarranted offense to the individuals involved. If such materials are received by the action of a will, legal counsel should be consulted before attempting to return the items.

5. Solicitation.

a. Requests for donations of historical materials may be made in writing or in person. However, travel for the purpose of solicitation will be limited to the acquisition of materials of the highest historical significance. The library will maintain a complete solicitation file containing copies of all correspondence and memoranda of conversation pertaining to solicitations and all legal agreements.

b. The Director is responsible for ensuring that the solicitation program does not conflict with those of other Presidential libraries. When a potential conflict arises, the Directors concerned should resolve the dispute before approaching the donor. NL should be consulted in these cases.

c. Donors should be encouraged to donate all of their historical materials to a single institution. However, if a donor chooses to give part to another institution or to divide the collection between two or more Presidential libraries, the library or libraries may comply. In such cases, a library may acquire copies of pertinent originals which it does not receive.

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d. The library should provide assistance to the prospective donor, including cooperation in the review of the papers to determine which are appropriate for the library. It is often prudent, however, to take material of little value along with items that are of high historical value in order to facilitate negotiations and to ensure that the historical record is as complete as possible.

e. Library staff members will not make monetary appraisals of historical materials. The library may, however, give the donor the names of appraisers, preferably more than one. Library staff will not give tax advice.

6. Shipment and receipt. Shipment of papers to a library should always be arranged without cost or inconvenience to the donor. For small quantities, this may be done by sending self-addressed, franked labels for the donor's use in mailing the papers. In the Washington, DC, area, NL personnel will pick up papers from donors and ship them to the library. In other geographic areas this service can be performed by representatives of the nearest NARA facility. Shipment should be made at the expense of the library.

7. Documentation of accessions.

a. All materials transferred to a library must be accompanied by appropriate legal documentation, i.e., deed of gift, will, deposit agreement, letter of intent, NARA change of holdings report. However, at the discretion of the Director, documentation is not required for unrestricted, unsolicited single items, for copies of unrestricted materials from donors or from other repositories, or for gifts consisting solely of printed or published items that are not unique. Materials produced by the libraries (see sub par. 3c(3) above) and items received by provisions of law (e.g., Presidential Records Act [92 Stat. 2523 (44 U.S.C. 2201)] et seq.) do not require legal documentation.

b. Most museum items will be acquired with Presidential records or personal papers and will be covered by the same law or deed covering the papers. When museum items are received that are covered neither by Federal law nor a deed of gift, the Director must determine if a deed is required. Categories of museum materials which must be covered by a deed or other appropriate documentation include items of obvious artistic, numismatic, philatelic, intrinsic, or historical value; items owned by the former President or his immediate family; all firearms and weapons; all currency and coins; all sterling silver, vermeil, and gold serving pieces; all sterling silver jewelry and jewelry stamped 14K gold and above; all sterling silver and gold wash and/or plate cutlery; all foreign decorations, medals, and head of state gifts; all photographic and electrical equipment; and any other item containing gold, silver, or other precious metal or gems. Museum items acquired by provisions of law (see sub par. 7a, above) do not require documentation.

8. Deed of gift.

a. The major purposes of the deed of gift are to transfer title to the historical materials to the Government and to establish the terms of access to the materials. The Director should urge the donor to place the fewest possible restrictions on the use of and access to the materials.

b. The deed of gift should provide for the following: unrestricted transfer of title to the United States; a guarantee to the donor that the materials will be preserved in an appropriate depository and that the donor will have access to these materials on request during business hours;

the terms of access; permission to dispose of materials deemed physically harmful to other items or historically insignificant; assignment of copyright; and a brief appendix that describes the materials being donated.

c. Every effort must be made to obtain all rights to all works of art that are donated, including the property rights of the owner as well as the copyrights held by the creator of the work. Both rights must be obtained, if appropriate, before the work of art may be reproduced in any way in any medium. The latter prohibition does not preclude making a preservation copy.

d. The deed should conform to fig. 2-8. A preprinted deed may be prepared and used in those instances where the donor agrees to the terms of the model deed. A form deed on which optional paragraphs are checked by the donor to indicate his/her preference is not acceptable.

e. Deeds of gift must be signed both by the donor and by the Archivist of the United States or his designated representative. Two copies should be signed, one to be retained by the library, and the other copy returned to the donor. An electrostatic copy will be retained by NL.

9. Deposit agreements. When a potential donor is unwilling to yield title to historical materials at the time the materials are transferred to the library's custody, a deposit agreement reflecting mutually agreed upon conditions of deposit, including such matters as place of deposit, processing, conditions for use, and restrictions on access and copying, will be executed (see fig. 2-8.1). A statement must be included in the agreement by which the depositor exonerates the United States of liability for loss or other damage to the deposited materials due to deterioration, fire, or other catastrophe. The deposit agreement must also include a statement of intent on the part of the depositor to donate the materials being deposited to the library at a future time. If possible, this future time should be defined.

10. Deviations from model agreements. Should a donor wish to use a legal instrument (deposit agreement, deed of gift, or agreement pertaining to an oral history interview) that varies from the models or alternate paragraphs in this Handbook, the Director will obtain the approval of NL before submitting the deed to the donor for signature.

11. Accessions log. Each library will maintain as a basic control a log or register of all of historical materials in the library's custody regardless of the status of legal title. Entries will be made chronologically as materials are received. Entries will be numbered in sequence as materials are received and will consist of, as a minimum, the date of receipt, name of donor, control number, identification and brief description of the materials, their inclusive dates, and the approximate volume. Materials will be logged as soon as practicable after receipt, but in no case will more than 30 days lapse between receipt and logging.

12. Disposal. Disposal of materials donated to or purchased by a library is subject to the approval of the Archivist, except as noted below. Requests for authorization to dispose of holdings will be submitted by the Director in writing through NL to the Archivist. There is no delegation of authority by the Archivist for this purpose. After approval by the Archivist, disposal of historical materials will be carried out in accordance with the terms of the donor's deed of gift. Disposal authority may be requested when, in the opinion of the Director, the materials no longer have historical or other value to the library or when the materials endanger other holdings and this danger cannot be otherwise alleviated. The Director may authorize disposal of superseded published materials,

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unneded back files of periodicals and newspapers, exact duplicates of all historical materials in the library's custody, and materials of no historical, evidentiary, or display value removed from collections for preservation purposes and replaced by copies (e.g., newspaper clippings). An exact duplicate is a copy undistinguishable by file location or any external or internal marking or evidence from the original or designated record copy. Duplicates of published materials that have no unique marking or special value may be exchanged with other libraries or other public organizations. Federal records in the physical custody of the library may be disposed of in accordance with the NARA Records Disposition Manual.

Figure 2-8. Model deed of gift for donation of historical materials

MODEL DEED OF GIFT FOR DONATION OF HISTORICAL MATERIALS

This deed of gift has been formulated as a model that may be used in whole or in part, if appropriate, for donations of historical materials to a Presidential library. Alternative paragraphs that could be substituted under varying circumstances for paragraphs in the body of the model deed are placed together at its conclusion. If the donor believes that no need exists to restrict donated materials, paragraphs 4, 5, and 6 of this model deed of gift and references to them may be omitted entirely. In that case paragraphs 7, 8, and 9 should be renumbered accordingly.

Gift of Papers or Other Historical Materials
of

to the
_____ Library

1. In accordance with the provisions of chapter 21 of title 44, United States Code, and subject to the terms, conditions, and restrictions hereinafter set forth, I _____ (hereinafter referred to as the Donor), hereby give, donate, and convey to the United States of America, for eventual deposit in the _____ Library, my papers and other historical materials (hereinafter referred to as the Materials) which are described in Appendix A, attached hereto.

2. Title to the Materials shall pass to the United States of America upon their delivery to the Archivist of the United States or his delegate (hereinafter referred to as the Archivist).

3. Following delivery, the Materials shall be maintained by the United States of America in the _____ Library, administered by the National Archives and Records Administration in accordance with the pertinent provisions of chapter 21 of title 44, United States Code, and provided that at any time after delivery and subject to the provisions of paragraph 5, the Donor shall be permitted freely to examine any of the Materials during the regular working hours of the depository where they are preserved.

4. It is the Donor's wish that the Materials be made available for research as soon as possible, and to the fullest extent possible, following their deposit in the _____ Library. At the same time, he recognizes that the Materials may include information about others the disclosure of which would constitute an unwarranted invasion of personal privacy and information the protection of which is essential to the Nation's security. Accordingly, the Archivist shall have the materials reviewed and for the present shall restrict from public access the following classes of material:

a. Papers and other historical materials the disclosure of which would constitute a clearly unwarranted invasion of personal privacy or a libel of a living person.

b. Papers and other historical materials that are specifically authorized under criteria established by statute or Executive order to be kept secret in the interest of national defense or foreign policy, and are in fact properly classified pursuant to such statute or Executive order.

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5. Following the completion of the review provided for above, material restricted from public access shall not be made available for inspection, reading, or use by anyone, except regular employees of the National Archives and Records Administration in the performance of normal archival work on such materials, and the Donor or persons authorized by him in writing to have access to such materials; provided that information which is security classified pursuant to statute or executive order shall be made available only in accordance with procedures established to govern the availability of such information.

6. Materials which have been restricted from public access as herein provided shall be reviewed by the Archivist from time to time and papers which, because of the passage of time or other circumstances, no longer require such restrictions shall be opened to public access.

7. Subject to the restrictions imposed herein, the Archivist may dispose of any of the Materials which he determines to have no permanent value or historical interest, or when he determines that it is in the interest of the library or the National Archives and Records Administration to do so, provided that prior to any such disposal reasonable efforts are made to notify the Donor and offer return of the materials.

8. The Donor hereby gives and assigns to the United States of America all copyrights which he has in (a) such of the Materials as are unpublished and (b) in such of his unpublished writings as may be among any collections of papers received by the United States of America from others and deposited in any depository administered by any agency of the United States of America.

9. The Archivist may enter into agreements for the temporary deposit of the Materials under his custody and control in a depository administered by the National Archives and Records Administration or other qualified depository.

10. In the event that the Donor may from time to time hereafter give, donate, and convey to the United States of America, for deposit in the _____ library, additional papers and other historical materials, title to such additional papers and other historical materials shall pass to the United States of America upon their delivery to the Archivist, and all of the foregoing provisions of this instrument of gift shall be applicable to such additional papers and other historical materials. A description of the additional papers and other historical materials so donated and delivered shall be prepared and attached hereto.

Signed: _____

Date: _____

Pursuant to the authority of chapter 21 of title 44, United States Code, the foregoing gift of the papers and other historical materials of the Donor is accepted on behalf of the United States of America, subject to the terms, conditions, and restrictions heretofore set forth.

Signed: _____

Archivist of the United States

Date: _____

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APPENDIX A

(Attached to and forming part of instrument of gift of papers and other historical materials, executed by _____ Donor, on _____ and accepted by the Archivist of the United States on _____).

APPENDIX (B, C, etc.)

The following additional papers and other historical materials are donated to and accepted by the United States of America pursuant to paragraph 10 of the instrument of gift of papers and other historical materials, executed by the Donor on _____ and accepted by the Archivist of the United States on _____).

ALTERNATIVE PARAGRAPHS

NOTE: (The following elements or paragraphs may be substituted or added to the model deed of gift, as appropriate, to meet varying circumstances.)

Paragraph 3. Following delivery, the Materials shall be maintained by the United States of America in a depository administered by the National Archives and Records Administration until the _____ Library is ready to receive them, at which time they shall be deposited in the _____ Library and administered in accordance with the pertinent provisions of chapter 21 of title 44, United States Code; and, provided, that any time after delivery and subject to the provisions of paragraph 5, the Donor shall be permitted freely to examine any of the Materials during the regular working hours of the depository where they are preserved.

Paragraph 4. NOTE: (One or more of the following may be added to the classes of materials to be restricted from public access listed in paragraph 4 of the model.)

(c) Materials relating to the personal, family, and confidential business affairs of the Donor or other persons referenced in the Materials.

(d) Material containing statements made by or to the Donor in confidence.

(e) Material containing statements or information the divulgence of which might prejudice the conduct of foreign relations of the United States of America or which would adversely affect the security of the United States of America.

(f) Material relating to law enforcement investigations of individuals or organizations, to proposed appointments to office, or to other personnel matters directly affecting individual privacy.

Paragraph 6. Materials which have been restricted from public access in accordance with Paragraph 4 above shall be kept under seal until (specific date).

Paragraph 8. During the Donor's lifetime, he retains to himself all copyrights in his writings in all papers and other historical materials donated to the United States of America under the terms of this instrument or which may be included in other collections of papers deposited in the national archival system. After the Donor's death, all said rights shall pass to the Government.

OR

During the Donor's lifetime, he retains to himself all copyrights in his writings in all papers and other historical materials donated to the United States of America under the terms of this instrument or which may be included in other collections of papers deposited in the national archival system. After the Donor's death, all said rights shall pass to _____, if he survives the Donor, for his lifetime or until _____, or until the copyright expires, whichever event occurs first. Upon that event all such rights shall pass to the Government.

Figure 2-8.1. Sample deposit agreement

Deposit Agreement regarding the
Administration of the Papers
and Other Historical Materials
of

Deposited in the
_____ Library

1. In accordance with the provisions of Chapter 21 of Title 44, United States Code, and subject to the terms, conditions, and restrictions hereinafter set forth, I, _____, (hereinafter referred to as the Undersigned) hereby deposit in the _____ Library my papers and other historical materials (hereinafter referred to as the Materials which are described in Appendix A attached hereto).

2. Title to the Materials shall remain in the possession of the Undersigned with the clear intent that said title will be conveyed to the United States at the Undersigned's future convenience. In the event of the death of the Undersigned while this agreement is in effect, _____ shall implement said agreement until such time as the materials are formally donated to the _____ Library.

3. The Materials shall be maintained by the United States of America in the _____ Library administered by the National Archives and Records Administration and, provided, that at any time after delivery and subject to the provisions of paragraph 5, the Undersigned shall be permitted freely to examine any of the Materials during the regular working hours of the depository where they are preserved.

4. It is the Undersigned's wish that the Materials be made available for research as soon as possible, and to the fullest extent possible, following their deposit in the _____ Library. At the same time, he recognizes that the Materials may include information about others the disclosure of which would constitute an unwarranted invasion of privacy and information the protection of which is essential to the nation's security. Accordingly, the Archivist of the United States or his delegates (hereinafter referred to as the Archivist) shall have the Materials reviewed and for the present restrict from public access the following classes of material.

(a) Papers and other historical materials the disclosure of which would constitute a clearly unwarranted invasion of personal privacy or a libel of a living person.

(b) Papers and other historical materials that are specifically authorized under criteria established by Statute or executive order to be kept secret in the interest of the national defense or foreign policy, and are in fact properly classified pursuant to such statute or executive order.

5. Following the completion of the review provided for above, material restricted from public access shall not be available for inspection, reading, or use by anyone, except regular employees of the National Archives and Records Administration in the performance of normal archival work on such materials, and the Undersigned, or persons authorized by him in writing to have access to such

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materials; provided that information which is security classified pursuant to law or executive order shall be made available only in accordance with procedures established by law or executive order governing the availability of such information.

6. Materials which have been restricted from public access as herein provided shall be reviewed by the Archivist from time to time and any papers which, because of the passage of time or other circumstances, no longer require such restrictions shall be opened to public access.

7. Subject to the restriction imposed herein, the Archivist may dispose of any of the Materials which he determines to have no permanent value or historical interest, or to be surplus to the needs of the _____ Library, provided that prior to any such disposal the Undersigned shall be notified thereof, and at the Undersigned's request, the Materials proposed for disposal shall be returned to the Undersigned.

8. The Undersigned retains to himself all copyrights which he has in (a) such of the Materials as are unpublished and (b) in such of the unpublished writings of _____ as may be among any collections of papers received by the United States of America from others and deposited in any repository administered by any agency of the United States of America. Upon his death, said properties shall pass to the United States.

9. The Undersigned exonerates the United States of liability for loss or other damage to the deposited material due to deterioration, fire or other catastrophe.

10. In the event that the Undersigned may from time to time hereafter deposit in the _____ Library additional paper and other historical materials, all of the foregoing provisions of this agreement shall be applicable to such additional papers and other historical materials. A description of the additional Papers and other historical materials so delivered shall be prepared and attached hereto.

Accepted:

Archivist of the United States

Donor

Date: _____

Date: _____

CHAPTER 3. PROCESSING

1. **Definition.** Processing historical materials is a major function of each library. Processing consists of arrangement, description, and review. Each of these tasks should be accomplished before materials are made available for research use.

2. **Arrangement.** Arrangement is the proper ordering of materials within a collection and the placement of materials in archival storage areas.

a. **System.** An appropriate system for identifying sections, rows, and shelf locations will be established in each library. When materials are placed in storage areas, a record will be prepared and maintained as to the location of the materials.

b. **Order of folders.** The arrangement provided by the creator of paper files will generally be maintained. When there is no apparent arrangement or when the original arrangement presents major obstacles to research use, archival staff will provide a suitable arrangement. The contents of folders that are too full should be divided into two or more folders which will be properly labeled. Materials should be placed in acid-free folders. Items that are too large to fit into archives boxes should be wrapped, given a container number, and placed on the shelves with the collection.

c. **Printed material among papers.** Printed items found among personal papers should be left among the papers if they bear annotations or other indications that they were used directly in connection with those papers. If printed items with a significant relationship to the papers do not fit into the boxes without damage, they should be removed and handled in the same manner as other published materials. Markers should be placed in the files noting that such items were removed and their new location. Each relocated item should be annotated to show its former location in the files.

d. **Containers.** All containers (usually archives boxes) will be numbered sequentially and labeled. Preprinted labels will be used when available. The following information should appear on each label: name of the library, title of the collection (including the record group number for federal records), number of the container, and any additional information which may be warranted.

e. **Audiovisual and museum materials.** Audiovisual and museum materials will be arranged in a manner consistent with professional archival and museum principles. Preservation, archival control, and ease of location by staff will be the principal considerations observed in arranging these materials.

3. **Description.** The purpose of description is to provide archival control over the holdings and to facilitate reference service.

a. **Papers**

(1) **Folder title list.** Most collections should be covered by folder title lists. Items that are not in folders but are part of the collection should be included in this list. These folder titles may be annotated to indicate the subject content of the items in the folders. Annotations will be enclosed in brackets. This list should be completed prior to opening the collection to research. In some cases, a folder title list may not be practical (e.g., the White House Central

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Files and other collections may not require folder title lists because of their large volume or because they are sufficiently described in other ways). The Director will determine the minimum description required.

(2) **Registers.** Registers modeled after the Library of Congress register consist of a scope and content note, biographical sketch where applicable, series description, and folder title list. These registers should be prepared as workload permits, with priority given to large collections with the greatest historical value. The register is the most detailed finding aid prepared for an individual collection.

(3) **Other formats.** Additional descriptive formats may be prepared as the need is determined by the Director. Such formats include registration sheets, which may be useful in acquiring initial archival control prior to processing, and indexes to assist the researchers in using finding aids to chronological files or other files whose arrangement makes locating specific subject matter difficult.

b. **Audiovisual.** Audiovisual materials should be catalogued, indexed, or otherwise controlled to provide ready reference to items requested by researchers. These controls should be established in a timely fashion. In addition, finding aids should include the name of the originator of the material, principal physical characteristics, the persons or subjects concerned, the date and place of the event recorded, and copyright and other restrictions. Item indexing of these materials is desirable. However, item indexing should be limited to those materials of anticipated high research interest. Introductory descriptions to audiovisual collections may be prepared as workload permits. These descriptions cover major topics of the collection, types of materials, volume, restrictions on use, and the source of the materials. In rare instances, registers may be prepared for unique collections.

c. **Oral history.** Oral history interview transcripts will be described by a list of topics covered in each interview. Name and subjects indexes will be prepared as workload permits. Oral sources which are available in tape-recorded format only should be described by subject logs which are, in effect, indexes to the tapes.

d. **Microform holdings.** Microform holdings may be described in ways similar to those for papers. The level of description will be determined by the Director after considering the potential research interest in the material and the arrangement of the material.

e. **Machine-readable.** Materials received in machine-readable format are usually accompanied by documentation that can be used as a finding aid. The library will retain the documentation of the system. This documentation should include a description of the system, the contents of the file, general limitations on use of the file, lists of data fields, and all other information essential to use of the system. If this documentation has not been transferred by its creator, it must be developed at the earliest possible date, preferably while the materials are still in the hands of the creator.

f. **Other types of finding aids.**

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(1) Guides or special lists of topics frequently researched should be developed by libraries in advanced stages of processing. Such lists should include paper and oral history materials relating to selected topics. Relevant audiovisual materials may also be included. While such lists should be extensive, they should not purport to be complete lists of all items available.

(2) Records of previous searches on major topics should be retained and used as preliminary finding aids to major topics.

(3) Other forms of cross-references and indexes may be developed as workload permits and as the staff perceives the need.

g. General considerations. Access restrictions and other limitations on the use of materials will be included in all finding aids.

(1) Copyright information must be provided to researchers in finding aids and with material provided for research use.

(2) It is generally not necessary to have item-level control of the contents of papers collections. However, machine-readable and other finding aids which provide item-level control and which are provided with the materials should be retained. The staff may determine that other items should receive item-level control (e.g., holographs, signatures of heads of state). Item inventories, however, should be kept to a minimum.

(3) All finding aids will be updated when the collections are rearranged or accretions to collections are made. Most accretions should be integrated to form a single collection. Only in the case of discrete segments of the papers of the former President (e.g., staff files) and in extraordinary circumstances should separate collections and finding aids be established for materials from a common source.

(4) Completed finding aids will be located permanently in the research room. The staff will inform researchers of their availability. Security copies of the finding aids will also be maintained in secure areas and will not be available to researchers.

(5) Some materials may not lend themselves to description by the means described in this chapter. In such cases, the archival staff must develop the best format for description. The Director must determine the best method of providing access to the materials consistent with personnel resources available and program priorities.

4. Reviewing.

a. Responsibility. The Director is responsible for compliance with the provisions of agreements made with donors of historical materials.

b. Review. The library staff will review on a page-by-page basis those collections on which restrictions have been placed (except as noted below) so that materials in restricted categories will be identified, withdrawn, and not be made available to researchers. During initial review, it is not

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desirable to open portions of documents by sanitization. This provision does not prohibit opening sanitized documents that have been partially declassified by established procedures for declassifying national security documents; opening portions of documents as required by the Freedom of Information Act; or opening portions of documents as a result of appeal of closure (see sub par. 5a(1), below). Attachments may be separated, however, to permit closure of only those attachments containing material that must be sealed. Attachments that are removed must be marked to permit reattachment in their original order when opened. While staff members will make every effort to comply with a donor's wishes as expressed in a deed of gift, staff members performing the review should bear in mind that the library's goal is to make the material available to researchers as soon as possible. Items will not be closed to research use unless the contents of the items clearly meet criteria provided in the deed of gift, statute, agency or Federal regulations, or Executive Order.

c. **Review on request.** Series normally will be reviewed in their entirety. Only if a series is composed of readily segregable and discrete units (such as a name file) will these units be subject to review on request. Such requests will be honored at the discretion of the Director when compliance will not interfere with other processing and reference priorities.

d. **General restrictions.** Although some materials are not restricted by their donors, these materials may include papers or audiovisual items that should not be opened for research. The following categories of materials should be closed under the authority delegated to the Director by the Archivist of the United States:

(1) Papers relating to investigations of individuals.

(2) Papers and other historical materials, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy or libel of a living person.

(3) Papers containing statements or information which might prejudice the conduct of current foreign affairs or the national security if opened. Materials closed under these restrictions should be opened when, in the opinion of the Director, the reason for the restriction no longer exists.

e. **Precedent file.** A precedent file of decisions and interpretations regarding restrictions on materials should be maintained and regularly updated. This file will consist of annotated copies of historical materials that illustrate the application of restrictions.

f. **Papers not requiring review.** Due to their uniform nature, some series or sub-series may be opened or closed without page-by-page review of their contents. Examples are: mail received from the general public about public issues and incidents that did not lead to specific transactions, which will be opened; and files of reports on investigations of individuals, which will be closed.

g. **Withdrawal sheets.** Documents that contain information to be sealed will be removed and a withdrawal sheet substituted in the front of each file folder or container affected. The location from which an item was removed should be marked in such a way that the item may be replaced when it is opened.

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(1) A withdrawal sheet and as many copies as necessary to properly control withdrawn materials should be prepared for each folder containing material that is to be removed. The original withdrawal sheet is filed in the front of the folder which contained the restricted material, and the control copy is attached to or placed with the removed material from each folder in a segregated parallel file. The withdrawal sheet should fulfill three functions: provide the researcher with the information that restricted material has been withdrawn; provide the researcher with sufficient information to identify items for donor appeals and mandatory review; and assist the library staff in maintaining archival control over the removed material. To assure proper refiling, the control copy should be retained with the removed documents at all times.

(2) The withdrawal sheet will contain an entry for each document removed, except as noted below. If the entire contents of a file folder are restricted, a new folder containing only the withdrawal sheet should be substituted in its place. When the contents of an entire box are removed, a withdrawal sheet for the entire box should be foldered and placed in a properly labeled box in sequential order with the open material. When the contents of an entire series are removed, the withdrawal sheet for the series should be foldered and placed at the end of the preceding box. Withdrawal sheets for entire boxes and series need not list each item withdrawn. Instead, a notation to the effect that the entire box or series has been withdrawn will be inserted. Materials withdrawn in this way will be considered unprocessed. In the space provided for identification or the file location, the following information should be included: the group or collection title; series; folder title; and any other pertinent information necessary to ensure correct refiling.

(3) When reviewing collections with classified materials, the library staff will separate classified material from non-classified documents. Classified documents will be listed on standard withdrawal sheets. The control copies of the withdrawal sheets will reflect the classification level of the withdrawn material. A separate file will be kept of copies of withdrawal sheets containing references to Top Secret materials for the Top Secret inventory, as required by ISO0 Directive Number 1.

(4) It is the policy of the National Archives to provide researchers with as much information on restricted materials as possible without divulging information prejudicial to the reason for restriction. The withdrawal sheet therefore allows space for document identification or form (letter, memorandum, report), name of correspondents or title, and date. If the reviewing archivist feels that providing such information would compromise security-classified or donor-restricted information, either an abridgement can be made (e.g., "Letter to President, May 3, 1949;" or "Memorandum, Roosevelt to William C. Bullitt"), or the original withdrawal sheet can remain blank except for a note that a document has been withdrawn ("Document withdrawn"). The final column on the form allows space for a letter designation (A, B, or C) of the restriction authority. Interpretation of the restriction code is located at the bottom of the withdrawal sheet.

(5) Cross-references to restricted materials are removed only when the cross-references themselves reveal information which is restricted. This withdrawal is documented in the same way as other withdrawals.

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(6) The Director may require the archivist screening the material to initial and date each entry on the control copy of the withdrawal sheet.

(7) When restricted material is returned to the original file, the entry on the original withdrawal sheet and the control copy will be lined out and the date the material is opened will be recorded next to the lined out entry. The person lining out an entry will initial each action.

(8) When all restricted material listed on a withdrawal sheet has been returned to the file, all control copies will be destroyed, but the original copy will be retained as a permanent record of restrictions and openings. This record will be available to researchers.

(9) After restricted documents have been returned to the original file, thereby opening them for research, the library should consider notifying the various historical Journals and other publications of the opening in accordance with guidance provided in ch. 4-10. Notification should be made only in cases where the volume of records opened or the content of the document(s) is sufficient to justify a special notice.

h. Handling of closed materials. Materials removed from the files are kept in a parallel file which preserves their original order and ensures that the material may be returned to its original place in the collection when opened for research use.

i. Security-classified materials. Security-classified materials found among the papers during the review process will be downgraded or declassified in accordance with existing security regulations. If regulations do not permit declassification, the items will be placed in a security vault. Their identity and location in the group to which they belong will be preserved in the same manner as unclassified materials closed to researchers.

j. Re-review. Papers retained by libraries should not be closed permanently. Although some papers may need to be closed for many years, conditions dictating the initial closing usually change in time. Most donor agreements give the Director or the Archivist authority to open papers when the circumstances under which they were initially closed have changed. Rereview of items closed by donor-imposed restrictions will be performed as frequently as practicable. Factors to be considered in scheduling re-review are needs of researchers; events, such as the death of a prominent person, which remove the need for closing the papers; and availability of staff to perform the re-review.

5. Appeal of closure. The closure of donated historical materials in accordance with the donor's legal instrument or under national security classification may be appealed by the researcher.

a. Donor-restricted items. Donor restrictions are imposed in accordance with law (44 U.S.C. 2111 and 2112) and may not be abrogated without permission of the donor or his representative. A researcher may request a review of documents restricted under terms of a donor's legal instrument to determine whether the conditions originally requiring the closure still exist.

(1) Researcher requests for appeal of closure will be made in writing to the Director and must describe each document requested so that the library staff can locate it with a reasonable amount of effort. The donor or his representative may reserve the right to

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determine personally whether a document or portions of it should remain closed. In all other instances, an initial determination on opening entire documents or portions of them will be made by the Director or his designated representative. (Sanitizing documents should be limited to those cases where, in the opinion of the Director, closure of portions of text will not change the meaning of text opened to research.) Ordinarily, a written answer should be provided to the researcher within 10 working days of the receipt of the request. If a determination cannot be made within that time, the researcher will be informed of the reason for the delay. In the event that the request is denied by the Director or his representative, the researcher will be informed of his right to appeal. The decision of a donor or his representative may not be appealed.

(2) An appeal of the determination by the Director or his representative may be made to a 3-member Board of Review consisting of the Deputy Archivist of the United States, the Assistant Archivist for Presidential Libraries, and the Assistant Archivist for the National Archives, or their designated representatives. Appeals must be made in writing, addressed to the Deputy Archivist through the Director. The Director will forward the requested documents to the Board with his reasons for closing the documents. The Board of Review will normally act upon an appeal within 30 working days of its receipt. If a determination cannot be made within that time, the researcher will be informed of the reason for the delay. The board's decision will be final and the researcher and the Director will be informed of the decision in writing.

(3) If the Board of Review determines that a document should remain closed, no new appeal of its closure will be considered until 2 years have elapsed.

(4) No appeals may be made regarding the closure of documents in collections that have been open for research for less than 2 years.

~~b.~~ WITHDRAWN BY CHGE 2.

c. **References.** For policies and procedures governing the mandatory review of national security information, see the Mandatory Review Procedures Manual, MANDATORY REVIEW 1402.

CHAPTER 4. REFERENCE SERVICE

1. **Objectives.** Primary functions of a Presidential library are to provide information about its holdings, to make its holdings available for research use, to obtain information from the holdings, and to provide copies of historical materials on request. The staff of the library should be well informed about the time period covered by the holdings, the administration with which the library is concerned, and the holdings of the library in order to provide the best possible reference service.

2. **Access to research materials.** Insofar as its resources permit, the library makes its holdings available to any person requiring access to the holdings of the depository in accordance with the published regulations of the National Archives, donors' deeds of gift, and Federal laws and regulations.

a. **Application.** All individuals who conduct research at the library must complete NA 1401-A (formerly GSA Form 6749), Research Application (Presidential Libraries). The information obtained on the application form aids in identification of individuals handling library materials, in determining which materials will be the most useful to the researcher, in providing means for subsequent contact with the researcher, and in obtaining statistical information about users of the library. After approval of the application by the Director or a staff member designated by the Director, the researcher will receive a researcher identification card, NA 603 (formerly GSA Form 6765), Researcher Identification. This card will be valid for 1 year from the date of issue. New applications are not required for the reissue of an expired card unless the researcher's address or topic have changed. This procedure will be followed for users of textual and nontextual material.

b. **Uniformity of access.** Materials made available to one user will be made available to all, including foreign nationals, except for security classified records, whose use is governed by 41 CFR 105-61.104, and materials which are closed with the stipulation that they may be used only with the permission of the donor.

c. **Requests for bibliographical information.** Requests for bibliographical information may be honored, if, in the opinion of the Director, fulfilling the request will not require extensive special research.

3. **General reference policy.** Staff members will be as helpful as possible in locating material, advising researchers of likely sources of information on stated topics, and explaining the organization of the holdings and methods of making use of those materials. However, staff members will not perform substantial research. This prohibition includes selection of documents for copying. The library's finding aids will be the researcher's guide to identifying and requesting materials. Because of the special nature of audiovisual items, library staff will give additional assistance to researchers requesting access to these materials, including, within reasonable limits, searches for specific items. Directors will determine the definition of reasonable limits.

4. **Use of materials.**

a. After completing the research application form, the researcher will be given an orientation covering procedures for requesting and using historical materials.

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b. After completing of the research application form, the researcher may use library materials in the research room of the library or in other space provided for that purpose. In addition to examining documents, artifacts, and oral history transcripts, researchers may examine the collection of still photographs, view motion pictures and video recordings, and listen to sound recordings.

c. All materials must be examined within the library. Copies of library holdings may be provided to researchers upon payment of established fees. This restriction does not preclude interlibrary loan of copies of library finding aids and oral history transcripts or overnight loan of books as provided in this Handbook.

d. Researchers must sign NA 1413 (formerly GSA Form 9563), Presidential Library Research Room Register, once each day.

e. The library should provide each researcher with a list of materials that have been accessioned by the library. Researchers will be informed of the existence of finding aids to historical materials and will be instructed in the use of those finding aids. Finding aids to materials open to research will be available in the research room. An exception to the latter requirement may be made for finding aids to audiovisual and museum items, as the special character of these finding aids may require that they be kept in areas other than the research room. However, the finding aids to these materials should be available to researchers.

f. A record of the materials used by each researcher will be kept on forms provided for this purpose, which the researcher will sign. This will be done for reasons of security, for the future use of the library staff in finding materials on the same subject, and as a record of materials requested and received by a researcher.

g. Because of the possibility of disarrangement and for reasons of security, large bodies of material will not be brought to or kept in the research room at any one time.

5. Inquiries by mail. Reference service in response to inquiries by mail normally will be limited to supplying information about the library holdings or providing copies of documents. Extracting of information will be done only when the requested information is clearly defined and can be provided by a limited search. Researchers may be provided with copies of finding aids, by payment of copying fees or through interlibrary loan, from which they may select file folders for copying. The staff will copy the entire contents of the folders selected. Specific documents will be copied on request if those documents are specifically identified by the requester and can be readily located.

6. Reproduction service.

a. Materials that are available for unrestricted use will be reproduced for a fee upon request unless restrictions imposed by the donors prohibit copying. Charges are set forth in the fee schedule of the National Archives and Records Administration and are to be paid before the reproduction is completed, unless the Director determines that payment may be made upon an accounts receivable basis.

b. Items to be reproduced will be selected by the researcher on forms approved by NL. Researchers will not remove documents from the file folders but will place markers provided by

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library staff in the file to indicate items to be copied. Materials will not be denied to a researcher on the grounds that another researcher has requested reproduction of those materials and that order has not been filled. Reproductions will ordinarily be made by library personnel using library equipment or by a commercial lab under library auspices. Additional copies of items reproduced will be made available to all researchers on an equal basis in accordance with established fees. Reproduction orders received by mail or telephone will be filled in accordance with par. 5 above.

c. The following warning concerning copyright restrictions is to be displayed at the place where copying orders are taken and will accompany all copies provided to researchers:

The copyright law of the United States, Title 17 U.S.C., governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction of copyrighted material is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law.

7. Reproduction of copyrighted audiovisual materials. Libraries may not reproduce or distribute copies of audiovisual works without the express consent of the copyright owner unless all of the following criteria are met: The reproduced copy is to be used by the requester only for the purposes of criticism, comment, news reporting, teaching, scholarship, or research. The reproduced copy is to be used by the requester only for non-profit educational purposes. The use of the copy will not lower the monetary value of the copyrighted work or significantly reduce the market for the work. The reproduction and distribution are made without the purpose of accruing any indirect commercial advantage for the National Archives. The reproduction requested is of a work which cannot be obtained otherwise by the requester for a fair price. The reproduction and distribution of a particular copy of a work is isolated from and unrelated to the reproduction and distribution of another copy of the same work. The Director is certain from all relevant circumstances that in providing a copy the Library is not aiding a requester in the reproduction or distribution of multiple copies of the same work. The reproduced copy that is distributed includes a notice of copyright (see above). Multiple copies of a work may be produced and distributed if all of the above requirements are met and the Director is certain from all relevant circumstances that the reproduced copies are exclusively for classroom use.

The Library may reproduce unpublished audiovisual works in its custody if the purpose of the reproduction is the preservation or security of the work or if the copy is to be deposited for research use in another qualified library or archives. A qualified library or archives is one whose collections are open to the public or are available to researchers affiliated with the library or archives or institution of which the library or archives is a part and to other persons doing specialized research. Published works may be reproduced to replace copies that are damaged, deteriorating, lost, or stolen provided that the Director determines that an unused replacement cannot be obtained at a fair price.

Libraries may reproduce and distribute audiovisual works dealing with news unless the Director has any reason to believe that this action would aid a requester in the reproduction or

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distribution of multiple copies of the same or different audiovisual works dealing with news. An audiovisual work dealing with news is a daily newscast of the national television networks, including cable or pay television networks, or any other on-the-spot coverage of news events. Commentary made following the conclusion of the event, documentaries, news programs presented in magazine-type format, and public affairs broadcasts are not audiovisual works dealing with news.

Works without copyright, including works prepared by an officer or employee of the United States government as part of that person's official duties, may be freely reproduced and distributed in any form or quantity without restriction.

Library employees shall keep in mind at all times the interests of copyright owners. If any question exists in the mind the employees concerning a request for reproduction, the employee shall take all steps necessary to resolve the question and, if appropriate, the employee may refuse the request or refer the request to the copyright owner for permission.

8. Waiver of fees. Copying fees may be waived if, in the judgment of the Director, it is advantageous to the library to provide reproductions free to donors of papers, to the media, or to other persons or organizations under special circumstances. Fees charged to government agencies will be in accordance with the provisions of 44 U.S.C. 2112(c) and the NARA fee schedule.

9. Discussion of researchers' work. Unless required by law, staff members will not reveal the subject of a researcher's project or the specific items provided to a researcher without the express consent of the researcher. NA 1401-A (formerly GSA Form 6749) will provide the record of this consent.

10. Review of researchers' work. Library employees may not examine researchers' manuscripts for purposes of granting permission to publish nor may they otherwise comment upon or guide the author's opinion or interpretation. No member of the library staff may read or comment upon researchers' manuscripts in behalf of the publisher or for comprehensive review of the footnotes or quotations for accuracy when that manuscript is based in whole or in part on the holdings of the library or when the subject of the work is substantially related to the holdings of the library. Staff members may review published works based on library holdings for scholarly journals or other periodicals.

11. Announcement of library projects. Any documentary, historical editing, or bibliographic publication project being carried out by the staff of the library will be announced to the academic profession in appropriate journals. Announcements will be made through the Information Officer (NSI).

CHAPTER 5. PUBLISHED MATERIALS

1. **Objectives.** Each Presidential library will acquire and maintain an adequate and up-to-date collection of books and other printed items for the use of the staff and researchers. The primary reason for maintaining a book collection is to provide sources of information to the staff which will assist them in processing materials, determining the historical value of materials that the library is considering for acquisition, and keeping abreast of scholarship in fields relating to the holdings of the library.

2. **Initial collection.** The library's initial holdings of published materials will consist of items given by the former President and those acquired at the National Archives before the establishment of the library.

3. **Acquisition policy.** In acquiring books and other printed materials by gift or purchase, the library should concentrate upon those subject fields that relate to its principal collections of papers, keeping in mind the purpose of the collection stated above. The library should acquire through careful selection books, periodicals, and other items in the following categories:

a. Published writings of the President, members of his family, and important figures in the administration and career, and those of donors of papers to the library.

b. Published materials relating to the life and administration of the President and the office of the presidency in general.

c. Congressional documents for the period of the presidency, selected publications of Federal departments and agencies, and selected publications of foreign governments and international agencies. In evaluating acquisitions in this field, the library will consider its proximity to depository libraries and the access of staff and researchers to those libraries.

d. Leading American newsmagazines, major American and foreign journals of opinion, selected domestic and foreign newspapers for the period of the President's public career, and scholarly journals that include studies of that period or reprints of articles from them. These may be obtained in microform.

e. Published material relating to special fields of interest of the various libraries.

f. Writings based wholly or in part on research done at the library.

g. A selected body of clippings, articles, and other items to compose a vertical file on subjects within the library's field of interest. As a rule, clippings aside from those in the vertical file will not be acquired unless they are of special subject interest.

h. Bibliographies, guides, indexes, catalogs, and other standard reference works required in any special library and major publications in the fields of archival, library, audiovisual, and museum administration that are required for the professional activities of the library staff.

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i. Significant publications that deal with the period of the relevant presidency even though they are not directly related to the activities of the Federal Government.

4. Cataloging and other procedures. Procedures normal to any special library will be used in cataloging and other processing of published materials. Catalog cards published by the Library of Congress will be used to the fullest extent possible. Library of Congress methods will be followed for other processing wherever they are applicable. Use of automated cataloging systems, such as the Library of Congress FEDLINK system, are encouraged. Materials will be cataloged and shelved as soon as possible after receipt. However, books received by the President or former President that are subsequently donated to the library and have little if any relationship to the subject fields of the library need not be fully cataloged. These items will be listed for control purposes.

5. Priorities. In processing published materials, priority will be given to materials that will be useful to staff members and to researchers in their work.

6. Published items of special value. Rare items of special value, such as books autographed by notable persons, will be given special attention. Items of a high monetary value or which might be used for exhibit will be shelved separately from other published materials and will be accessible only to members of the library staff, except by permission of the Director, and will not be marked in any way which might reduce their value. These and other unique items of value, such as those possessed by the President, will be handled with particular care and will not be loaned or taken from the library building except as approved for exhibits. The existence of an autograph in a volume does not necessarily give an item special value, as many books that are given to the President or to the library are autographed by authors of no special importance.

7. Bibliographical services. Presidential libraries will not prepare detailed bibliographical compilations at the request of researchers. However, libraries should maintain and make available a current list of published works based on holdings of the library and other books, articles, and unpublished writings concerning the former President and events in which he was involved. The library staff may also respond to requests for brief lists of books available on topics reflected in library holdings.

8. Lending.

a. Presidential libraries are not book-lending libraries. However, staff members may borrow books from the library for use at home. Researchers may also be permitted to borrow books from the building for overnight use. Both staff and researchers must execute a signed receipt for items borrowed and agree to replace any item lost or, in the opinion of the Director, damaged so as to prohibit further use.

b. Periodicals and microfilm holdings will not be loaned unless another copy is retained by the library. In such cases, the loan will be via interlibrary loan. Also, cooperative arrangements with local institutions for sharing of periodicals may be negotiated.

c. Copies of finding aids and oral history transcripts may be loaned through interlibrary loan, so long as copies of these items are retained for use by other researchers.

CHAPTER 6. MUSEUM ACTIVITIES

1. **Objectives.** The staff of a Presidential library's museum will preserve and exhibit its holdings to promote public understanding of the Presidential administration, the history of the period, the career of the President, and other subjects chosen by the library. Members of the museum's staff will also conduct research on objects related to the subject fields of the library in order to identify them accurately and to exhibit them properly, and they will make the resultant information available to the library staff and to researchers.

2. **Accession and registration.** Objects received from the President or his representatives or acquired from other sources are to be added to the museum collections of the library, and responsible care for them is to be provided at all times. All objects in the library's custody will be registered and catalogued within 30 days of receipt, regardless of the status of legal title, according to established standards and in a manner sufficient for purposes of accountability as well as curatorial control. Registration will include the assigning of a serial number to each item and the recording of the type and identity of the specific object, the donor or other source, and any other pertinent data required for care, study, identification, and location.

3. **Inventory.**

a. During the first quarter of each fiscal year, the museum staff will inventory museum items vulnerable to theft. Items which should be inventoried include small, valuable objects such as jewelry, firearms, art objects, coins, and currency. The dated inventory briefly describes each object and its location and is verified by at least one staff member other than the person preparing the inventory. A report of this inventory will be included in the quarterly narrative report to NL for the first quarter. Between annual inventories, the staff will maintain a record of changes in location of inventoried items and the location of new additions to museum holdings subject to the inventory.

b. Annually each library will conduct a physical inventory of museum items that are not subject to the valuable object inventory. A five percent sample will be selected for inventory by selecting every twentieth item in the accession records of the museum. The starting point for selecting items for each year's inventory will be changed every year so that the entire collection will be inventoried over twenty years. The inventory may also be used to identify items requiring preservation action and for identifying items for disposal. The results of the inventory will be reported in the narrative report of library activities for the quarter in which the inventory is conducted. Concurrently with this inventory, a sample of not less than one hundred items will be selected and the existence and accuracy of accession records for those items will be verified. Presidential Materials Projects that maintain museum items in sealed containers are exempt from this requirement.

4. **Preservation and security.** The preservation of museum objects is the highest priority task of the museum staff. This task requires action in addition to the security measures set forth in ch. 8. Care must be taken in the placement of objects in exhibit and storage areas to prevent damage, theft, or loss. Appropriate use of guards and intrusion alarms will be required. Lighting must be designed to prevent damage to susceptible items, and storage facilities should provide the humidity and temperatures required for preservation of paper, cloth, leather, steel, and other materials. Items on exhibit may not be photographed with any kind of photoflash. Museum staff must also carry out a

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systematic program of conservation of items subject to deterioration. The library Director is responsible for establishing priorities for preservation and conservation work.

5. Exhibits.

a. Exhibits in Presidential libraries will be consistent with the dignity of the presidency and will present historically accurate and balanced interpretations of the former President and major events.

b. Prior to beginning work on exhibits, whether permanent or temporary, the Director will provide an exhibit plan for NL's approval. This plan should include the general concept of the exhibit, a brief description of the subject or subjects to be treated, and the way in which they will be treated. It should also include an estimate of the size and cost of the exhibit and an indication of any unusual requirements (such as extra security provisions) that might be involved.

c. Prior to any agreement to borrow an exhibit from another organization or institution, the Director will provide NL with a general description of the exhibit, including an estimate of its size, cost, and unusual requirements, if any.

~~6. Loans.~~ *Cancelled by NARA 1701.*

7. **School-age visitors.** Special efforts will be made to encourage the visits of school-age children to the museum. Docents or library staff will explain the significance of exhibits to them and will cooperate with outside organizations that provide instruction or guide service for these visitors.

8. **Sales desk.** Libraries or not-for-profit organizations whose principal purpose is to support the library may operate sales desks to sell admissions to the museum and to make available to the public post cards; slides; publications about the library, the former President and his family, and NARS; and other items relevant to the subject interests of the library. Items to be sold will be selected by the Director, who will exercise care to maintain a tone consistent with an institution related to the presidency. Merchandise will be purchased from the trust fund and sold at prices sufficient to return to that fund cost plus 10 percent, considering the salaries of sales desk personnel and other administrative expenses. Remittances received from outside the United States must be made by international money order, payable in U.S. dollars. If the sales desk is operated by an organization other than the library, the Director will be responsible for the choice of items sold and the price at which they are sold.

CHAPTER 7. ORAL HISTORY

1. **Objectives.** Oral history is a method of gathering historical information in spoken form. The information is preserved by means of sound recordings and typed transcripts. The purpose of an oral history project in a Presidential library is to supplement the archival holdings.

2. **Applicability.** The guidelines and procedures in this chapter are for libraries conducting their own oral history programs. When possible, however, the same qualitative standards should also be sought in programs administered for the library by contractors or other persons.

3. **Responsibilities.** The Director will plan and develop programs best suited to the needs and circumstances of the library. The plan will then be submitted to NL for approval. NL will be informed as early as possible of discussions with persons or institutions relative to the establishment of an oral history program for a particular President. The Director will obtain the approval of NL before entering into any agreement to cooperate with another institution, organization, or individual in conducting an oral history program.

4. **Planning.**

a. Costs of collecting and processing interviews will be estimated and weighed against the likely benefits.

b. The oral history program must have a focal point (e.g., the former President, major public issues). Once a focal point is established, lists of potential interviewees will be prepared, and interviewing priorities will be established. Anticipated knowledge of important topics, age, and geographic location of the interviewee will be major determinants in establishing these priorities.

5. **Conducting interviews.** Interviewers will be knowledgeable of subjects likely to be discussed in oral history interviews. To this end, they will conduct research in the holdings of the library, both published and unpublished. Prior to recording the interview, the interviewer will advise the interviewee of the procedures to be followed in conducting the interview, the purpose of the interview, and the rights of the interviewee to edit, seal, or otherwise restrict the use and dissemination of the tape and transcript. Interviewers will conduct the interview as a dialog, remembering that the purpose of the dialog is to extract the remembrances of the interviewee, not to record biases or knowledge of the interviewer. Possible questions may be given to the interviewee in advance of the interview, if the interviewee so requests.

6. **Processing interviews.** Prior to processing the recorded interview, a security copy of the tape will be made. The library will prepare an accurate and readable transcript of the interview. To produce this transcript, the staff will prepare a verbatim transcript and edit the transcription. Editing will be limited to the addition of appropriate punctuation, elimination of false starts and interruptions, and full identification of individuals and geographic place names. In rare instances, more substantial editing may be required because of special circumstances under which the interview was conducted. A clean copy of the transcript will be returned to the donor for editing, correction of errors, and approval. Donors should be encouraged to add relevant information to the transcript. When approved, the library will prepare a final clean copy for research use. The library will give the

interviewee one copy of the final transcript and will retain at least one security copy. A copy of the tape may be given to the interviewee if requested.

7. Confidentiality. The contents of interviews that have not been approved by the interviewees for research use will not be revealed to anyone except regular employees of the library who have need for access in the performance of their assigned duties. Interviewers will advise interviewees of this policy prior to conducting an interview.

8. Deed of gift. The guidelines in ch. 2 regarding deeds of gift for papers and other historical materials are generally applicable to deeds of gift for oral history interviews. The deed of gift for oral history interviews used by the libraries follows a model approved by agency General Counsel, (see fig. 78), but minor modifications may be made to suit the donor. The paragraphs following the model provide alternate language that may be substituted for each numbered paragraph of the model. The deed of gift should be signed by the interviewee or his heirs and the Archivist of the United States or his designated representative. Two copies should be signed, the original to be retained by the library and one copy returned to the donor. NL will retain a photocopy. The provisions of ch. 1-10, Deviations from Model Agreements, also apply to deeds of gift for oral history.

9. Interviews by non-library employees. The library may acquire tapes and transcripts of oral history interviews conducted by individuals who are not employees of the library. The Director will obtain a legal agreement from the interviewer or donating organization prior to making these materials available for research use. Insofar as possible, the form of this agreement will follow the model deed of gift for interviews conducted by library staff.

10. Reference service. The considerations in ch. 4, Reference Service, are applicable to oral history tapes and transcripts. Oral history materials will not normally be used for exhibition or other non-research purposes. Such use must be approved by NL.

11. Preservation of tapes and transcripts. The end products of the oral history process--tapes and transcripts--are considered archival materials, and their handling will be governed by the same principles that apply to other types of archival materials. Tape recordings of oral history interviews will be retained and stored in accordance with standards applicable to all magnetic tape recordings. The tape may be destroyed only at the express wish of the interviewee. Libraries will not encourage destruction of the tape.

12. Reproductions. Reproductions of tapes and transcripts for the use of researchers and for deposit in other Presidential libraries and institutions may be made as provided for in the deed of gift upon payment of established fees.

Figure 7-8. Model deed of gift for oral history interviews.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
_____ LIBRARY

Legal Agreement Pertaining to the Oral History Interview of _____.

In accordance with the provisions of Chapter 21 of Title 44, United States Code, and subject to the terms and conditions hereinafter set forth, I (name), of (city and state), do hereby give, donate and convey to the United States of America all my rights, title, and interest in the tape recording and transcript of [a] personal interview[s] conducted on (date[s]) at (location[s]) and prepared for deposit in the (name) Library. This assignment is subject to the following terms and conditions:

(1) The transcript shall be made available for use by researchers as soon as it has been deposited in the (name) Library.

(2) The tape recording shall be available to those researchers who have access to the transcript.

(3) I hereby assign to the United States Government all copyright I may have in the interview transcript and tape.

(4) Copies of the transcript and the tape recording may be provided by the Library to researchers upon request.

(5) Copies of the transcript and tape recording may be deposited in or loaned to institutions other than the (name) Library.

Donor
Date

Archivist of the United States
Date

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Alternate Language: Model paragraph 1

(1) The transcript shall be available for use by researchers as soon as it has been deposited in the _____ Library, except that the portions of the transcript indicated below shall not be made available (until specific date or event or during donor's lifetime), after which they may be made available as part of the transcript.

(1) (Until specific date or event or during the donor's lifetime), the transcript shall be available only to those researchers who have secured my written authorization. Thereafter the transcript shall be available to all researchers.

(1) The transcript shall be available to researchers after review by regular employees of the National Archives and Records Service. During such review, portions of the transcript containing information potentially embarrassing to living persons shall be segregated and restricted from public access until such time as the Director determines that, because of the passage of time or other circumstances, the reason for the restriction no longer exists.

Alternate language: Model paragraph 2

(2) The tape recording shall be available to those researchers who have access to the transcript; however, access to the tape recording shall be for background use only, and researchers may not cite, paraphrase, or quote therefrom.

(2) (Until specific date or event or during the donor's lifetime), the tape recording shall be available only to those researchers who have secured my written authorization. Thereafter, the tape recording shall be available to all researchers.

(2) The tape recording shall not be available for use by researchers (until specific date or event or during the donor's lifetime). After (specific date or event or the donor's death), access to the tape recording shall be for background use only, and researchers may not cite, paraphrase, or quote therefrom.

Alternate language: Model paragraph 3

(3) (Until specific date or event or during the donor's lifetime), I retain all copyright in the material given to the United States by the terms of this instrument. Thereafter the copyright in both the transcript and tape recording shall pass to the United States Government. (Prior to specific date or event or during the donor's lifetime), researchers may publish brief "fair use" quotations from the transcript and tape recordings without my express consent in each case.

Alternate language: Model paragraph 4

(4) Copies of the open portions of the interview transcript, but not the tape recordings, may be provided by the library to researchers upon request.

(4) (Until specific date or event or during the donor's lifetime), copies of the interview transcript or tape recording may not be provided to researchers except upon the donor's written

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authorization. Thereafter, copies of the transcript and the tape recording may be provided by the library to researchers upon request.

(4) Copies of the interview transcript or tape recording may not be provided to researchers until (specific date or event or the donor's death). Thereafter copies of the transcript, but not the tape recording, may be provided by the library to researchers upon request.

Alternate language: Model paragraph 5

(5) Copies of the interview transcript, but not the tape recording, may be deposited in or loaned to institutions other than the _____ Library.

(5) Copies of the interview transcript or tape recording may not be deposited in or loaned to institutions other than the _____ Library.

(5) Copies of the interview transcript, but not the tape recording, may be deposited in or loaned to other institutions. (After specific date or event, or upon death of donor), copies of the tape recording also may be deposited in or loaned to other institutions.

(5) Until (specific date or event or death of the donor), copies of the interview transcript or tape recording may not be deposited in or loaned to institutions other than the _____ Library. Thereafter, copies of the transcript and tape recording may be deposited in or loaned to other institutions.

(5) Until (specific date or event or death of the donor), copies of the interview transcript or tape recording may not be deposited in or loaned to institutions other than the _____ Library. Thereafter, copies of the transcript, but not the tape recording, may be deposited in or loaned to other institutions.

CHAPTER 8. PRESERVATION AND SECURITY

1. **Responsibility and objectives.** The director of a Presidential library is responsible for maintaining adequate security measures and for carrying out a program for the preservation of historical materials held by the library. Presidential library holdings must be kept under conditions that will ensure their preservation, their safety, the protection of national security interests, and the protection of evidential and intrinsic values. At the same time, they must be arranged so as to ensure the best use of space and the utmost accessibility for reference purposes. The director is responsible for supplying information necessary for the development of a long--term, systemwide preservation plan. This preservation plan will be considered in the allocation of resources for preservation. Preservation plans may be reviewed by NARA officials designated by the Archivist.

2. **Library building design.** The Presidential Libraries Act of 1986 (Pub. L. 99-323; 44 U.S.C. Ch. 21) requires the Archivist to promulgate architectural and design standards for new Presidential libraries. The standards are intended to be used by the private organizations that construct the library buildings to "ensure that such depositories (A) preserve Presidential records subject to chapter 22 of this title and papers and other historical materials accepted for deposit under section 2111 of this title and (B) contain adequate research facilities." The Archivist's written report to Congress before the Government accepts a Presidential library facility must include a certification that the facility and equipment comply with these standards. The standards also apply to additions to and alterations of existing libraries. They are not, however, intended to constitute a comprehensive statement of the needs and requirements of a Presidential library. A more complete program statement for the libraries is contained in the Office of Presidential Libraries (NL) document "General Requirements for a Presidential Library Building," which furnishes detail relating to program areas other than research and preservation. The architectural and design standards have been incorporated into this handbook as appendix 8A. The general requirements document is available through NL.

3. **General preservation policy.** Emphasis in preservation will be on the maintenance of records in chemically inert enclosures and containers placed in environmentally controlled storage areas. All conservation procedures must be reversible. Information in records may be preserved by duplication, which includes recording the information on other media.

4. **Role of the NARA Preservation Officer.** Directors may consult with the NARA Preservation Officer or other designated individuals on preservation matters. These individuals are a major source for technical information in the preservation of all types of materials in library custody.

5. **Routine measures.** As part of initial processing, flatten, whenever possible, wrinkled and folded paper and remove paper clips, rubberbands, and any objects that are likely to have a deleterious effect on the historical materials. Place paper records in acid-free containers.

6. **Fumigating and cleaning.** Screen all materials brought into the library for any evidence of mold growth or insect infestation. Fumigate materials showing evidence of mold or insect infestation. Carry out fumigation in ways that avoid release of toxic fumes into staff areas and are in accordance with Occupational Health and Safety Administration regulations. Use NARA facilities when available. If NARA facilities are not available, the work may be done under contract.

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7. Repairs. Restoration procedures must be reversible and ensure that the material is physically intact and as chemically stable as possible to assure long-term availability and use. The historical, legal, informational, and evidential value of historical materials must be retained during the conservation process. Document all restoration actions. Documentation will include a list of all procedures and materials used, a statement of original condition, date and place of treatment, and the name of the conservator. Retain this documentation permanently.

a. Directors will make annual assessments of preservation needs and will set priorities for restoration in the following order:

(1) Deteriorating materials having high intrinsic value that will be lost if preservation measures are deferred.

(2) Materials in current demand likely to be damaged by ordinary use.

(3) Materials requiring attention in connection with microfilm publication and exhibition programs.

(4) Materials of great intrinsic or research value that are likely to be damaged by future use.

b. Materials needing repair may be repaired by the NARA preservation lab; by local repair facilities that, in the opinion of the director, have sufficient competence to perform the required work in a satisfactory manner; or by library personnel who have the proper training and the appropriate equipment. Do not use adhesives that will inhibit future repair or cause additional damage. (Manufacturers' claims of archival quality and reversibility are not sufficient to qualify an adhesive for use.) When papers are removed from files for repair and when worn tissue copies and newspaper clippings are removed from a file, replace them with photocopies. Make a notation on the copy to this effect. Do not repair materials in courtesy storage or on deposit.

c. Restrict encapsulation to intrinsically valuable records that are susceptible to damage by frequent use when a copy cannot be substituted. Restrict the use of lamination to similar records without intrinsic value.

d. Original documents that are worn and are in danger of becoming unusable for research purposes will be withdrawn, copied (with the copy being inserted in its place), and filed with closed materials in a parallel file. Attach a notation to the copy indicating that it is a copy. In such cases, provide the original to researchers only with the approval of the director.

8. Quick-copy facsimiles. Copies made by certain copy machines are unsuitable for an archival depository because they gradually lose their contrast and legibility and may adversely affect adjacent documents. Recopy such copies on archival bond paper, using a more durable process (e.g., a heat-fusing, carbon-monotoning, plain-paper copier). Destroy the unsuitable copies.

9. Audiovisual materials. Audiovisual materials require special preservation measures. All photographic materials must be protected from light to prevent fading. When photographic prints are received without negatives, make a negative copy of any item having sufficient value to warrant

copying. Inspect films and sound and video recordings at regular intervals and take the necessary steps, including rewinding, to prevent deterioration. Standards of preservation for motion picture film apply equally to microfilm. (FPMR 101-11.507-1 provides useful guidelines for the storage of microforms.) A cold-storage vault is desirable for preserving color negatives and film. Remove photographic materials from textual records collections and store them with other photographic records. Place a notation in the textual file stating that the item was removed and where it may be found. Directors will assure that personnel responsible for preservation of audiovisual materials are conversant with recent technological developments in the field of audiovisual preservation.

10. Machine-readable materials. Directors who have computer magnetic storage media in their custody will keep informed of technological developments in the care and handling of these materials and will, within the resources available, take steps to prevent data loss. Keep storage areas free of dust, high intensity electrical and magnetic fields, and sudden wide swings in temperature and humidity. Make preservation and reference copies as soon as possible after acquisition. Inspect materials on a regular basis for deterioration and data loss.

11. Storage areas.

a. The director is responsible for defining physical and cleanliness standards for library buildings, for making the standards known to maintenance personnel, and for enforcing the standards. The director will not permit trash or debris to accumulate in any area.

b. Continuously monitor the temperature and relative humidity in stack areas by using a hygrothermograph whose accuracy is regularly checked with a psychrometer. The ideal temperature for stack areas is 70°F, the ideal relative humidity is 45 percent. This temperature should not vary more than plus or minus 5°F, or the humidity more than plus or minus 5 percent. However, seasonal fluctuations beyond these tolerances are permitted so long as changes occur gradually. The maintenance staff will periodically change or clean the filters in the air system to ensure purity and cleanliness of the air.

c. Store papers so as to protect them from fire, water, ultraviolet light, dust, and other possible causes of damage. Keep records at least 6 inches from ceilings, beams, and lights, and 24 inches from other sources of heat, air-conditioning, and ventilation. Do not store records in contact with any part of the electrical or fire alarm systems or in any locations that will involve risk of damage to these systems when the materials are removed. Stored records must not obstruct any exit, access panel, air-conditioning duct, sprinkler head, fire-alarm box, watchman's station, fire extinguisher, fire-hose cabinet, or posted sign.

d. Do not keep nitrocellulose film, volatile inflammable solvents, oils, paints, pesticides, and waxes in any area used for the storage of historical materials.

e. Do not permit food or drink in stack areas.

f. "No smoking" signs will be posted in stack areas and will be observed by all personnel.

12. Physical security. The director will take necessary measures to prevent loss or damage to the holdings. The director will observe the following procedures and policies:

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a. Stamp, with the complete name of the library, documents that are open to research use and that are of sufficient intrinsic or historical value to be targets of theft. Use permanent, non-acidic ink. Apply the stamp so as not to obscure any writing on the document or make the document unsuitable for display. Items of the highest value may be retired from research use, placed in secure storage, and replaced by electrostatic copies.

b. Post a member of the library staff in research areas to maintain visual surveillance of all researchers and research materials at all times.

c. Do not loan holdings to organizations, individuals, or other agencies except for exhibition purposes in accordance with the provisions of ch. 6, par. 6. Staff members are not authorized to remove holdings for their own use.

d. Issue keys to archival storage areas and other parts of the building to library and maintenance personnel only when their duties require frequent admittance to those areas. These keys will be accounted for daily and will not be removed from the premises.

e. Keep doors to stack areas, museum storage areas, and areas that house valuable (equipment locked at all times, except when staff members are working nearby and have continuous direct surveillance.

f. With the assistance of the building manager, establish schedules for the operation of automatic intrusion alarms. Operate fire-alarm systems at all times. Install direct lines to local fire and police departments so that alarms will sound simultaneously at those locations and at the library. Equip exhibition cases and exhibition areas housing valuable items with alarms to detect unauthorized entry.

g. Provide defense-classified materials with the physical security required by applicable security regulations.

h. Acquaint local fire and police department officials with the library building so that they can act efficiently in an emergency. Encourage these officials to inspect the library building periodically.

i. Train library and maintenance personnel in emergency procedures and hold periodic evacuation drills.

13. Access to archival storage areas.

a. As authorized by the director, staff members will be permitted in archival storage areas to perform their official duties.

b. The cleaning force may enter archival storage areas to perform their normal duties during office hours when a library staff member is present.

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c. Archival storage areas are not normally open to tourists or researchers. The director may allow individuals or groups to visit these areas, provided that they are accompanied by library staff members.

d. No person will be allowed to enter an area where security-classified materials are stored unless he/she has the same security clearance as the highest classification of documents kept in the area. Admit repair and cleaning personnel only when they are accompanied by a staff member who has appropriate security clearance. Staff members will make certain that all security-classified materials are under cover before admitting workmen.

e. Give combinations to vault areas only to those who have need for access to materials stored there and who also have security clearances for the highest level of classified material contained in the vault. Change combinations annually, or when a staff member knowing the combination leaves the staff or loses security clearance, or whenever the combination is presumed compromised.

Appendix 8A. Architectural and design standards for Presidential libraries

1. Applicability and legislative background.

a. Subsection 3(a) of the Presidential Libraries Act of 1986 (Pub. L. 99-323; 44 U.S.C. Ch. 21) requires the Archivist of the United States to promulgate architectural and design standards for Presidential libraries

in order to ensure that such depositories (A) preserve Presidential records subject to chapter 22 of this title and papers and other historical materials accepted for deposit under section 2111 of this title and (B) contain adequate research facilities.

b. Presidential libraries are constructed by private organizations that raise funds from non-Federal Government sources. After completion, the buildings are donated or turned over to the Federal Government for use in perpetuity as part of the National Archives system. The laws providing for the Federal Government to accept the completed building are codified in 44 U.S.C. 2112, which specifies in subsection (a) that:

(3) Prior to accepting and taking title to any land, facility, or equipment under subparagraph (A) of paragraph (1), or prior to entering into any agreement under subparagraph (B) of such paragraph or any other agreement to accept or establish a Presidential archival depository, the Archivist shall submit a written report on the proposed Presidential archival depository to the President of the Senate and the Speaker of the House of Representatives. The report shall include--

* * *

(G) a certification that such facility and equipment (whether offered as a gift or made available without transfer of title) comply with standards promulgated by the Archivist pursuant to paragraph (2) of this subsection.

c. The following standards have been compiled to fulfill the requirements of Pub. L. 99-323. They are intended to address the areas of preservation and adequacy of research facilities and are not intended to constitute a comprehensive statement of the needs and requirements of a Presidential library. A more complete statement is contained in the Office of Presidential Libraries (NL) document "General Requirements for a Presidential Library Building" (n.d., revised as necessary), which furnishes detail relating to program areas other than research and preservation.

2. Program description.

a. A Presidential library encompasses in one institution archival and research programs, museum exhibits, and educational programs relating to the Presidency and the holdings of the library.

b. The special nature of each Presidential library derives from the life and public career of a particular President, the library holdings, and the focus of the library programs.

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c. The two chief responsibilities of Presidential libraries are to make the materials they hold as easily accessible as possible and to protect the holdings against loss, damage, theft, or physical deterioration.

d. The function of a library is to serve as a center for scholarly study and popular education in the history of the President and the Presidency. A library accomplishes this through the following programs:

(1) Assembling in one place and making available for research the personal and White House papers of the President and his associates and related archival materials;

(2) Maintaining public exhibition rooms in which the life and times of the President are depicted by means of photographs, documents, objects, and memorabilia; and

(3) Carrying out, often in cooperation with private support groups and academic institutions, oral history projects and educational programs such as conferences, seminars, and film series.

3. General requirements.

a. Adequate space for all library programs must be provided in a library building. In addition to the required space covered in detail in this document (e.g., research areas, storage areas, etc.), a library will need adequate office space as well as conference rooms, theaters, and other areas necessary for the presentation of educational programs. Office and ceremonial areas for the former President are often included in the design for a library.

b. Functionality, security, and ease of maintenance are primary considerations in the design of a library building. In determining the arrangement of space in a Presidential library, consider the following points:

(1) Conference and meeting areas must be designed and equipped to allow for multiple uses.

(2) Library buildings must have adequate storage space to allow for growth of the holdings (30% more than the original size of the holdings), yet should be kept as small as possible to minimize costs of operation and maintenance.

(3) Public space must be separate from work areas, and museum areas must be separate from research facilities.

(4) Security must be a prime consideration in the design of the building. Outside entrances and unlocked doors and passageways within the building must be at a minimum. The design must allow for careful control of traffic patterns and must avoid "blind spots" in exhibition areas and research rooms.

(5) For functional convenience, areas for related activities must be located in proximity to each other.

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(6) Throughout the building, corridors and doorways must be wide enough and high enough to accommodate the movement of large museum objects and displays. Elevators must be large enough to move materials and equipment from floor to floor.

(7) Buildings and grounds must be designed for easy access by handicapped persons. The definitions, requirements, and standards of the Architectural Barriers Act (42 U.S.C. 4151-4157), as established in 41CFR 101-19.600 to 101-19.607, apply to Presidential libraries.

c. In order to furnish each public and staff area in a style and quality that is suitable to the library's design and function, the following equipment must be supplied with each building offered to the Government as a Presidential library:

(1) Office, research room, and public-area furniture to accommodate a fully operational library program;

(2) Telephone and computer communications systems;

(3) High-quality security and fire-safety systems that meet Government requirements;

(4) Shelving for archival and museum storage;

(5) Carpeting and other suitable floor coverings;

(6) Audiovisual equipment adequate to provide reference service on and reproductions of library holdings and to carry out public programs involving film projection, amplification, and video recording of events;

(7) Equipment to read microforms;

(8) Equipment, including power- and hand-tools, to design, construct, install, and display museum exhibitions;

(9) Suitable wall hangings, paintings, and framed photographs for use as wall decorations;

(10) Office equipment; and

(11) Any additional equipment and furnishings necessary to carry out all library programs.

4. Research facilities.

a. Research space in a Presidential library should consist of a minimum of 3,000 square feet and should include an orientation/lounge area, a document research room, a microform reading area, audiovisual research rooms, and areas for automated finding aids and research in electronic records. In the research and reading areas, researchers examine archival materials that are brought by staff

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from closed archival storage areas. Visits to the research rooms will range from 500 to more than 2,000 per year.

b. The archival materials used by researchers are of three main types: papers, audiovisual media, and automated information. Each of these types of material requires research areas with certain attributes.

(1) **Document research facilities.** The majority of researchers in Presidential libraries work with paper records in the document research room. This room should measure approximately 1,500 square feet, should be equipped with large tables for researchers, and should provide work space for staff members and space for a small reference book collection, computer terminals, card catalogs, and printed finding aids. The document research room must be quiet, well lighted, comfortably furnished, and convenient to the work areas of the archival staff and to the general archival storage areas.

(2) **Audiovisual research facilities.** Audiovisual archival materials appear in the following formats: still pictures, microforms, videotapes, motion picture film, and audiotapes and discs. Soundproof rooms are necessary for researchers viewing films and videotapes and listening to audiotapes and discs. Locate these rooms either near the document research room or near the audiovisual work area (if such a location does not require the researcher to pass through security storage areas). In addition, provide an area where the light level can be lowered for researchers using microforms. Locate this area either adjacent to the document research room or within the document research room.

(3) **Automated research facilities.** Provide space and computer terminals for research in Presidential records that are available in machine-readable form and for the use of automated finding aids either in the document research room or in an adjacent area. The electrical capacity of the building must be adequate for the installation and expansion of computer systems. Install conduit on all levels of the building to connect all rooms; it should be possible to connect a terminal in any room to a processor in any other room. Use thinwall metallic conduit with an interior diameter of 1 inch; the minimum radius needed for 90-degree bends is 2 feet. Use separate dedicated circuits for each system to be installed in the library. Both 115 VAC and 230 VAC must be available in the computer room. Equip the electric supply with surge protectors, and provide all areas where computers will be used with "uninterrupted power supply" backup. For areas housing central processing units, provide environmental controls that are separate from those for the rest of the building.

c. The standards for research facilities are:

(1) Sufficient research space to accommodate the library's anticipated researcher load;

(2) Research facilities clearly set apart from public display areas (such as museum space), with entrances to research areas permitting easy surveillance and control of entry;

(3) Research facilities that allow ready access to archival storage areas by the staff while precluding access to archival storage areas by researchers;

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(4) Research facilities that have no "blind spots" where researchers cannot be seen by the staff; and

(5) Research facilities that have entrances and exits restricted to the minimum necessary.

5. Preservation of materials in storage facilities.

a. The design of storage facilities will have a direct effect on the preservation of the library's holdings. Such factors as the amount of space provided, environmental control, and the design of storage equipment will to a great extent determine the library's ability to effectively protect and preserve the historical materials in its custody.

b. Several factors, including the length of time a President spent in office, the rate at which records were produced, recordkeeping practices, and technology used in the creation of records, will affect the storage space needs of a library.

c. The amount of space required for the storage of historical materials is directly related to the size of the initial holdings. The initial holdings in a new library will constitute approximately 70 percent of the final holdings in an older library. Therefore, the total storage space must be 30 percent larger than what is required for the initial holdings.

d. The holdings in a Presidential library fall into a number of categories in regard to physical format and storage and equipment requirements. Space needs, environmental control standards, and storage equipment vary according to the physical format of library materials. The types of storage areas and equipment described in pars. 6 through 11 will be needed.

6. General archival storage. This type of storage area can accommodate paper records, printed materials, and positive copies of microforms. Locate this area so it is convenient to the document research room and to working areas of the archival staff. Except for a small quantity of oversized materials (e.g., maps, architectural sketches, and charts), manuscript materials are ordinarily stored in acid-free cardboard document containers, the overall dimensions of which are approximately 15 1/2" x 5" x 10 1/2." The papers are placed vertically in file folders in these containers and are stored on freestanding, double-faced shelves. Design storage areas for paper records to accommodate sufficient shelving as specified in subpar. c. General standards are:

a. Environmental control standards for the storage of paper-based records (see subpar. 13a(1)) must be met throughout this storage area.

b. All stack areas must be secure from unauthorized entrance.

c. All stack areas must be equipped with adjustable, double-faced, steel shelving or compact shelving that is 7 shelves high and 42 inches wide, with 12 inches between shelves.

d. All stack areas must have floors strong enough to support loads of 150 pounds per square foot in areas containing regular archival shelving; loads of 250 pounds per square foot will normally be sufficient in areas containing compact shelving.

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e. All stack areas must contain open space for staff work and for any necessary special storage equipment.

f. The main center aisle and the main cross aisle must be 4 feet wide, while the aisles between the shelves must be 30 inches wide.

g. Stack areas must be designed with no exterior windows because of environmental control and security considerations. Lighting in these areas must be by fluorescent fixtures shielded to eliminate ultraviolet rays.

h. There must be at least two staircases and one staffonly elevator for each stack level.

7. **High-security records storage.**

a. Provide a security vault for the storage of all documents restricted for national security reasons. The vault must be large enough to accommodate on adjustable steel shelving all security-classified material. The Office of Presidential Libraries will provide an estimate of the quantity of classified material. Also provide space within the vault for file cabinets that lock and for processing tables. The vault must have a "day door" and ventilation suitable for staff to work in the area. Appropriate Government agencies will review vault design specifications before construction. Federal laws and various agency requirements prescribe standards for vaults that are to contain national security-classified materials. The source for specifications for construction of such a vault is noted in subpar. 14d.

b. Provide a separate locked cage or similar structure within the general archival storage area for the storage of donor-restricted material and rare/valuable material. This cage must be large enough to accommodate on adjustable steel shelving all such material.

8. **Printed materials storage.** Provide a closed stack area for the storage of books, pamphlets, and other printed materials. Pamphlets are often stored in metal file cabinets. Approximately 150 linear feet of books will be housed in the document research room, where they will be readily accessible to researchers.

9. **Microform storage.** A library will have both microfilm and microfiche holdings. Provide space for specialized storage equipment for positive copies of microforms near the document research room. Negative microfilm and microfiche will be stored in the cold-storage vault for photographic negatives (see subpar. 10(b)(2)).

10. **Audiovisual and electronic-data storage.**

a. Provide separate areas for the storage of audiovisual materials (such as photographic negatives, motion picture film, audiotape, and videotape) and of machine-readable records. These materials need more stringent environmental control than paper records and therefore should be stored separately from paper records and from each other. Locate the audiovisual storage areas near the audiovisual lab, the audiovisual work area, the audiovisual research rooms, and the computer work area.

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b. Audiovisual and electronic-data storage must accommodate the following categories of materials:

(1) **Mixed audiovisual storage.** Provide a storage area for photographic prints and for reference copies of audiotapes, videotapes, and motion picture film near the audiovisual work area. Apply the environmental control standards for the storage of paper records (see subpar. 13a(1)) to this area. Equip the area with adjustable steel shelving and five-drawer, legal-size filing cabinets. Provide large, steel-roller drawers (of the type commonly used for map storage) for oversize items. Design and equip this area according to the standards set by the American National Standards Institute, as specified in ANSI PH 1.48-1982 (or latest revision), *American National Standard for Photography (Film and Slides) - Black-and-White Photographic Paper Prints - Practice for Storage*. This standard includes recommendations for storage equipment and rooms and for environmental conditions. Locate the mixed audiovisual storage area near the photographic laboratory.

(2) **Film negative storage.**

(a) A modern Presidential library will have more than one million color and black-and-white photographic negatives. These present significant storage and preservation problems. Design two separate low-temperature storage areas, one for color film and one for black-and-white film, and equip them with adjustable steel shelving for the storage of these negatives. These areas must be large enough to accommodate still picture negatives, motion picture negatives, and microfilm/fiche negatives. Temperature and humidity within these two areas must be controlled to meet the standards for black-and-white and color film (see subpar. 13a(2) and (3)).

(b) Design the color film vault with a doubledoor entrance system that provides a 3' x 6' airlock between the vault and the general audiovisual storage area. In the airlock, materials will be acclimated when being transferred from one area to the other.

(c) Design and equip a vault for the storage of color film to meet the standards set forth in TIP-03, *Specifications for Cold Storage of Color Film Materials*, by William T. Murphy, National Archives Technical Information Papers, 1987. Also design and equip both color and black-and-white film vaults according to the standards promulgated by the American National Standards Institute in ANSI PH 1.43-1985 (or latest revision), *American National Standard for Photography (Film) - Processed Safety Film - Storage*. This publication includes recommendations for storage equipment and rooms and for environmental conditions.

(3) **Motion picture storage.** Motion pictures are kept in round metal containers of various sizes. Projection (positive) prints will be stored on adjustable steel shelving in the mixed audiovisual storage area. Negatives will be stored in the cold-storage areas for color and black-and-white film negatives.

(4) Magnetic-tape storage (including audio, video, and ADP).

(a) Magnetic tape of all kinds will be stored vertically in acid-free cardboard boxes or plastic canisters on metal shelving. Therefore, design and equip the magnetic tape storage area in accordance with the standards promulgated by the National Bureau of Standards in NBS Special Publication 500-101, *Care and Handling of Computer Magnetic Storage Media* (Washington: Government Printing Office, June 1983).

(b) Locate the magnetic-tape storage area adjacent to the computer work area and as close as possible to the audiovisual work area and laboratory. Design the temperature and humidity environments of the magnetic-tape storage area and the computer work area to be as equivalent as possible (within $\pm 5^{\circ}\text{F}$. and $\pm 5\%$ RH)

(c) Environmental control standards for the storage of magnetic tape (see subpar. 13a(4)) must be met in this storage area. Magnetic media must be stored away from components that produce magnetic fields and must be protected from vibrations, such as those produced by the environmental control system.

11. Museum object storage.

a. Typically, a history museum never has more than 1 percent of its holdings on display at any one time. The balance is in storage. These objects include paintings, statues, jewelry, china, carpets, furniture, coins, currency and stamps, parchment, glass, and objects made of wood, leather, wool, cotton, paper, and fibers of all kinds. The great variation in the physical size and characteristics of these objects makes the storage of them difficult.

b. A specialized storage area is needed for museum objects. Locate this area near the museum registrar's and curator's offices and the museum production shop, but not to adjoin the museum production area because of the dust generated there. Museum storage requires specialized equipment. Design the museum storage area to contain the specific combination of museum storage equipment needed for that library's holdings.

c. Storage equipment needs might include open shelving, roller drawers, wardrobe closets, vertical sliding frames for the storage of framed paintings and drawings, and specifically designed racks for such items as furniture and statues.

d. Provide sufficient space for the proper storage and movement of museum objects. While 10-foot ceilings are adequate throughout the rest of the building, 12-foot ceilings are desirable in this area. Provide doorways at least 6 feet wide and 10 feet high. Design corridors outside this area to be at least 8 feet wide and 12 feet high, with easy access to the production shop, exhibit area, and freight elevator. Set aside part of the museum storage area for locked safes for particularly valuable museum objects. Environmental control standards for the storage of museum objects (see subpars. 13a(5) and 13b(1) and (2)) must be met in the museum storage area.

12. Preservation of materials in nonstorage spaces.

a. Exhibition areas.

(1) Design the public entrance to the exhibition areas so that museum visitors will be routed to the appropriate areas of the building. The exhibition areas must consist of large expanses of unencumbered space, few permanent walls, and clear sight lines. Because original objects must be protected while on exhibition, design all exhibition cases with locks and some with security alarms and nonbreakable security glass or plastic.

(2) Very little or no natural light must be allowed to enter the exhibition area. Any natural light that does enter must be filtered so that ultraviolet rays will not harm the materials on display. In addition, fluorescent lights in this area must have filters, and any incandescent lighting must be placed so that heat from these lights will not harm the materials on display. Light-level standards for museum exhibitions (see subpars. 13b(1) and (2)) must be met in all exhibition areas.

b. Loading platform. Provide a loading platform with overhead protection from the weather in the rear of the building, where large trucks (as much as 45 feet in length) can unload heavy equipment, historical materials, and shipments that arrive at the library in large crates. Locate the platform close to both the building elevator used for moving large and heavy objects and the receiving/initial processing area. Equip the loading dock with a "load leveler" capable of spanning the distance between the dock and the beds of trucks delivering materials. Provide sufficient driveway space to maneuver large trucks into the area.

c. Receiving/initial-processing area. While this area will chiefly provide temporary storage for incoming materials, it will also provide space for some initial rough sorting and will act as a holding area for collections needing fumigation. Locate this area adjacent to the loading dock but separate from all storage areas and design it to have approximately 600 square feet of floor space where material can be temporarily stored while being uncrated and prepared for transfer to other parts of the building. Provide adjustable steel shelving around the walls of this area.

d. Archival-processing area. This area will accommodate the processing of archival collections, including basic preservation and holdings maintenance activities. Approximately 600 square feet of space will be needed for archival processing. Locate this area near the archival storage area.

e. Audiovisual laboratory. A laboratory for the reproduction of audiovisual materials is necessary to support both the research and preservation functions of the library. The audiovisual laboratory and staff work areas must be dustfree and have stable temperature and humidity controls set at a level close to those in the mixed audiovisual storage area (see subpar. 10b(1)). Design the audiovisual laboratory to contain from 1,500 to 2,000 square feet of floor space. Locate it adjacent to rooms used for storage of supplies, machinery rooms, etc., but not above any storage areas for records. In addition to standard photographic laboratory features, such as a room for supplies and a darkroom, design the audiovisual laboratory to include or have closely available to it an empty area that can be used for taking studio photographs of museum objects and documents.

f. **Computer work area.** The computer work area must have a dust-free, smoke-free, and temperature-and-humidity controlled environment (see subpar. 10b(4)). Locate the computer work area adjacent to the magnetic-tape storage area.

g. **Museum workshop.** A workshop is needed for the preparation of materials for exhibition and the periodic refurbishing of items from the museum collection. Design this workshop to consist of three separate rooms: a production shop for the construction and refurbishing of exhibitions; an exhibition studio for final production details, mockups, art production, labels, etc.; and a paint shop. Also design a fireproof storage area for flammable materials used in the paint shop. Equip the production shop with the appropriate shop tools and with an exhaust system vented to the outside. The paint shop must also be vented to the outside. Design the exhibition studio to be protected from dust from the production area. Locate the workshop to be convenient to the exhibition area. Design the connecting hallways (and elevators, if present) to be large enough to accommodate the movement of large museum objects.

h. **Preservation laboratory.** A laboratory equipped for such basic preservation activities as fumigation; cleaning; encapsulation; stain, rust, and dirt removal; and mending is needed for the proper care of historical materials in the library collections. Carefully plan and design this laboratory in cooperation with appropriate NARA staff. The laboratory must be vented to the outside.

i. **Document reproduction area.** Provide an appropriately located and equipped area for the electrostatic copying of documents in the library collections for research and preservation purposes.

13. Environmental control standards.

a. Temperature, humidity, pollutants, and particulates.

(1) Paper records. Specifications are averages over a 24-hour period; small, short-term deviations from these limits are permitted.

(a) Temperature: 68-72 °F.

(b) Relative humidity: 40-50%.

(c) SO₂: ≤1ug/m³ (0.4ppb).

(d) NO₂, HNO₃: Best available technology.

(e) O₃: ≤2ug/m³ (1ppb).

(f) Particulates: These are the draft Particulate Standards for Paper-Based Documents in Libraries and Archives issued by the American National Standards Institute.

	ASHRAE ¹	ASHRAE	
System	Weight	Atmospheric	MIL-STD ²

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Filter Location	Arrestance Efficiency	Dust Spot Efficiency	282 DOP ³ Efficiency
Prefilter ⁴	$\geq 80\%$	$\geq 30\%$	$\geq 5\%$
Intermediate Filter ⁵	$\geq 95\%$	$\geq 80\%$	$\geq 50\%$
Fine Filter ⁵	N.A.	$\geq 90\%$	$\geq 75\%$

1. American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc.

2. Military Standard.

3. Dioctyl phthalate.

4. For outside or makeup air.

5. For supply (both outside and recirculated) air.

(2) **Black-and-white film.** Short-cycle changes in temperature and humidity should be avoided.

(a) Optimal storage temperature: $59^{\circ}\text{F.} \pm 4^{\circ}\text{F.}$

(b) Optimal storage relative humidity: 30%.

(3) **Color film.** In principle, NARA favors 0°F. and 30% relative humidity. Nonetheless, the volume of holdings and limited resources may make vaults of moderate temperatures and therefore lower operating costs more practical.

(a) Acceptable storage temperature: $\leq 35^{\circ}\text{F.}$

(b) Optimal storage relative humidity: 30%.

(4) **Magnetic tape.**

(a) Optimal storage temperature: $65^{\circ}\text{F.} \pm 3^{\circ}\text{F.}$

(b) Optimal storage relative humidity: $40\% \pm 5\%$.

(5) **Museum objects.**

(a) Optimal storage temperature: $70^{\circ}\text{F.} \pm 2^{\circ}\text{F.}$

(b) Optimal storage relative humidity: $50\% \pm 5\%$.

b. **Light levels.**

(1) **Ultraviolet radiation.** Levels of exposure to ultraviolet radiation from artificial and natural light sources must be kept within 300-400 nanometers, particularly in museum exhibition and storage areas.

(2) **Illuminance levels.**

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(a) Recommended maximum illuminance standards are taken chiefly from Garry Thomson, *The Museum Environment* (London: Butterworths, 1978 (reprinted 1981)), p. 23.

(b) A maximum illuminance of 150 lux is recommended for oil and tempera paintings, undyed leather, horn, bone and ivory, and oriental lacquer.

(c) A maximum illuminance of 50 lux is recommended for objects specially sensitive to light, such as textiles, costumes, watercolors, tapestries, prints and drawings, manuscripts, miniatures, paintings in distemper media, wallpapers, gouache, dyed leather, and most natural history exhibits, including botanical specimens, fur, and feathers.

(d) Objects insensitive to light (e.g., metal, stone, glass, ceramics, jewelry, enamel) and objects in which color change is not of high importance (e.g., wood) may be illuminated at higher levels, but rarely is it necessary to exceed 300 lux. Wide variations in illuminance between rooms cause eye-adaptation problems for visitors.

c. Other environmental considerations. The following design factors are taken chiefly from the National Bureau of Standards, *Air Quality Criteria for Storage of Paper-Based Archival Records*, NBSIR 83-1795.

(1) **Low-temperature alarm.** In cold climates the environmental control system must be equipped with a low temperature alarm to warn against frozen pipes in the event of heat failure.

(2) **Stability.** Stability of temperature and relative humidity control within narrow limits is needed to reduce fatigue cycles and minimize deterioration rates of paper-based material.

(3) **Space separation.** In general, work areas and offices should be separated from storage areas and have separate environmental-conditioning zones.

(4) **Adjacent spaces.** Environmental control of adjacent areas may affect control of the storage areas.

(5) **Water problems.** The avoidance of potential water-related problems is important. Toilet areas, drinking fountains, and other sources of potential water leaks should be excluded from the archival storage areas, and location of such facilities near or above the storage areas should be minimized. Required fire-protection systems, such as automatic sprinklers, may present a problem, and a precaution system with a recycling feature may be desirable in order to limit water damage in case of a fire. Water control valves on the sprinkler system should be provided with tamper switches and be connected with the building fire-alarm system. The use of floor drains in the archival storage areas may be desirable if the plumbing system is designed to prevent reverse flow from sewer backup.

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(6) **Mechanical equipment areas.** All mechanical equipment components must be located in separate rooms outside of archival storage areas and not directly above archival storage areas. Where local devices (such as reheat coils or humidifiers) are required, they must be located in a space outside archival storage areas. All mechanical components must have adequate space for proper maintenance.

(7) **Pressurization.** Pressure relationships between different areas must be maintained. In general, design stack areas to operate under a positive pressure with reference to the outside and to other areas in the building. All door openings should be controlled, and openings in walls and ceilings must be closed off to minimize exfiltration from the stack areas in order to maintain positive pressure.

(8) **Interior finishes and furnishings.** All wall surfaces, ceilings, and floor coverings should be of suitable material to minimize the generation of particulates and to minimize outgassing. This criterion is also applicable to any interior furnishings in stack areas.

(9) **Relative humidity.** All exterior surfaces must be analyzed to ensure that condensation will not occur under the maximum indoor relative humidity during the coldest winter weather expected. Attention must also be given to any exterior glazing, as multiple glazing may be required.

(10) **Air recirculation.** A minimum of six air changes per hour is recommended to provide proper air distribution in the records storage areas and to avoid areas of stagnant air. An air diffusion performance index (ADPI) of at least 80 percent is recommended, regardless of the load calculated from thermal requirements.

(11) **Climatic extremes.** Some variance from these standards may be necessary in areas subject to climatic extremes, but only if adherence to these standards is judged to be prohibitively expensive under the given climatic conditions.

14. Fire and security protection

a. **Fire protection.** The building must be constructed of fire-resistant materials. In addition, the minimum requirements for fire protection include:

(1) A smoke- and fire-detection system with 24-hour remote monitoring. Alarms must be connected to the central guard control desk and to the local fire department.

(2) Where appropriate, an automatic wet-pipe sprinkler system with a 2-hour water supply.

(3) Dry-pipe or preaction sprinkler systems, where necessary.

(4) Hand-held fire extinguishers throughout the building.

(5) All fire-fighting equipment, such as fire-hose couplings, must be compatible with local fire department equipment.

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(6) All air-conditioning and ventilating equipment must meet current National Fire Protection Association (NFPA) standards (see subpar. b.).

b. **Fire-protection guidance.** More detailed information regarding appropriate construction and fire-detection and fire-extinguishing systems is presented in NFPA 232AM, *Manual for Fire Protection for Archives and Records Centers*, and NFPA 90A, *Standard for the Installation of Air Conditioning and Ventilating Systems*.

c. **Security protection.** The building must have a security alarm system for entrances, windows, vaults, and the museum exhibition area. The system must include 24-hour onsite or remote monitoring. Design the building with as few outside entrances as possible, and design the museum exhibition area so that there will be clear sight-lines for monitoring equipment and guards. There must be a clear division between the public and nonpublic areas of the building, with locked doors allowing only staff access to many areas. Provide space for a security control room where the control panel and monitoring devices can be located. The National Archives will provide Guidance regarding the type of security system to be installed and specifics of installation. Because of the importance of the continuous operation of the environmental control systems and the security and fireprotection systems, provide the library with an auxiliary power supply so that these systems will continue to operate in the event normal electric service is interrupted.

d. **Security protection guidance.** National security vaults shall be constructed in accordance with standards set forth in the latest edition of the *Manual for Physical Security Standards for Sensitive Compartmented Information Facilities (SCIFs)*, Supp. to Director of Central Intelligence Directive (DCID) 1/21.

CHAPTER 9. PUBLIC RELATIONS

1. **Responsibility and objectives.** The Director is responsible for the public relations and outreach programs of the library. The purpose of these programs is to engender in the public an understanding of the purpose of the library and to promote the use of the library's research and exhibit facilities. Further, these programs extend some of the services of the library to those who cannot visit the facility.

2. **Press contacts.** The Director will report to NL by telephone all press contacts by all staff members when the subject of the contact concerns the program of the library. This report will be provided immediately upon conclusion of the contact. When press interviews are arranged in advance, NL will be notified at the time the arrangements are made. The Director will systematically send to NL copies of stories from local newspapers concerning the library.

3. **Press releases and press photographs.** The Director is responsible for the accuracy of library press releases and all other information given to the media by staff members. Copies of all press releases will be sent to NL at the time of release. At the discretion of the Director, photographs may be supplied to the news media without charge. News media may photograph library facilities, including offices, research areas, and storage areas, but may not photograph areas or entrances to areas storing national security information.

4. **Public appearances by staff members.** The Director and senior members of the staff are encouraged to speak before organizations and school classes about the program and holdings of the library. Official time and travel should be used for such purposes. Library employees making appearances on official time and travel may not accept compensation from the organization before which they are speaking. Contributions to the library's gift fund may be accepted in lieu of this compensation. Staff members may speak on topics other than library holdings and programs (e.g., results of their own research) on their own time without prior clearance of the contents of their presentation and receive compensation.

5. **Educational programs.** Libraries are encouraged to cooperate with educational institutions in assisting and promoting the use of library facilities by students and faculty. This cooperation includes preparing educational packages that illustrate the use of primary sources in historical research, making research facilities available for classes conducting research projects, and providing tours of library facilities and lectures on the use of archival resources.

6. **Visitors.** Museum visitors are admitted upon payment of prescribed fees. These fees are established by the Director with the written concurrence of NL and the written approval of the Archivist. Children under 16 years of age and educational groups are admitted free. Other persons may be admitted without charge at the discretion of the Director.

7. **Distribution of free publications.** Leaflets describing the library may be distributed free of charge. Printed information about research material should be distributed free to the extent that it will facilitate use of such material. The distribution of publications paid by appropriated funds is governed by the regulations of the Congressional Joint Committee on Printing.

8. **Public use of buildings and grounds.**

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a. Presidential library auditoriums and other public spaces in the library buildings and the library grounds are intended primarily for the use of the libraries in carrying out their programs. These areas may also be used by other organizations for lectures, seminars, meetings, and similar activities when these activities are sponsored, co-sponsored, or authorized by the Director in furtherance of the library's best interests and when such activities will not interfere with the normal operation of the library. The library may sponsor, co-sponsor, or authorize activities of other organizations when these activities are related to the mission and programs of the library and are consistent with the public perception of the library as a research and cultural institution.

b. The following additional limitations must also be observed:

(1) Religious services, partisan political, profit-making, or commercial events will not be permitted, nor will the library sponsor, co-sponsor, or authorize events that are essentially social in nature, making no use of the library's special resources.

(2) Library facilities may not be used for discriminatory practices proscribed by Federal law.

(3) Food and beverages may be served provided that the serving of alcoholic beverages meets the conditions imposed by the Archivist of the United States. (See par. 9, below.)

(4) Directors will assure the safe management of all events on library property. The Director or a designated staff member will be physically on the premises during all activities.

(5) In addition to imposing regular museum admission fees when applicable, the Director will ordinarily assess additional charges needed to reimburse the Government for any extra guard service, cleaning, utilities, and library staff time required for the event. Fees will be reviewed annually.

(6) All publicity and invitations must be submitted for review to the Director before being printed. Indoor signage must be approved by the Director; outdoor signage is prohibited.

c. Directors will submit quarterly to NL names of organizations with whom the library sponsored or authorized events during the preceding quarter. This list will include a short description of the event and the relationship of the event to the library's program.

d. Spaces in Presidential libraries may be named to recognize donors to library programs by the following procedure: **[see Interim Guidance 98-223]**

(1) The Director of the Library must provide the name of the proposed donor with short biography and amount to be solicited to NL before any such opportunity is discussed with the proposed donor.

(2) Notification to NL can be done informally, but I must leave sufficient time for

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review of the issue. NL will provide concurrence no later than 1 week after the request is received.

(3) Discussions can begin with the proposed donor only after concurrence is provided by NL.

(4) Restrictions on the use of commercial symbols as noted in the Trust Fund Procedures Manual (TRUST FUND 1801), ch 2, subpar. 158b, apply.

9. Use of alcoholic beverages in Presidential libraries. No alcoholic beverages may be served in a Presidential library without written approval of NL. After approval is granted, the serving of alcoholic beverages will be under the sole control of the Director.

a. Requests must be directed to NL to be signed by the Director, and include the following information:

(1) A description of the event to be held in the library, including date, time, and purpose.

(2) Information on the source of the funds to be used for refreshments.

(3) The name of any non-government organization that will be involved in the activity.

(4) The name, address, and telephone number of the individual coordinating the event.

(5) The number of people expected to attend the event.

b. Requests must include the statement: "The Director assumes responsibility for the maintenance of order at events held in the Library."

c. Requests must be received in NL at least 2 weeks prior to the date of the event.

CHAPTER 10. PLANNING AND REPORTING

1. **Five-year program plan.** By September 1 of each year, or at such other time as NL may direct, the Director will submit to NL a 5-year program plan. This plan will outline in narrative format the program goals of the library for the following 5 years and the milestones for achieving those goals. The narrative will discuss trends in the work activity of the library and anticipated changes in those trends. The plan will also discuss changes in emphasis in library operations, e.g., diminished processing, increased reference work. The plan should also mention special projects and the relationship between these projects and the rest of the library's program. The Director will also detail changes in staffing, budget, and other resources dictated by changes in program emphasis and special projects.

2. **Annual work plan.** By September 1 of each year, or at such other time as NL may direct, Directors will submit a narrative annual work plan to be accomplished during the forthcoming year. This plan should be in the following format:

a. **Acquisitions.** Identify by name those individuals whose historical materials will be actively solicited. Identify the significance of the individuals if not readily apparent. Include oral history solicitations.

b. **Arrangement.** Identify by title the materials to be arranged; estimate the number of pages, feet of film, number of prints, objects, books, and other materials to be arranged.

c. **Description.** Identify by title and volume the materials to be described and the type of description to be prepared. Indicate the total number of manuscript pages, audiovisual items, printed materials and museum items awaiting initial description.

d. **Reviewing.** Identify by title and volume the materials to be reviewed. Note special requirements of the deed that might affect the project. Indicate the total number of pages of manuscripts or units of audiovisual materials held by the library awaiting initial review.

e. **Declassification.** Identify by title any material targeted for this activity and estimate the number of pages of classified material in each. Indicate the special obstacles to declassification anticipated.

f. **Preservation.** List the number of archival and museum items to be preserved, the title of the groups in which they are located, and type of preservation action to be performed. Include publications projects.

g. **Reference.** Anticipate reference requirements by number of inquiries, both oral and written, and number of researchers. Note any special projects (e.g., government researchers) that might require additional resources.

h. **Museum.** List exhibit and collection control projects (description, cataloging). Briefly describe each.

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i. **Public programs.** List all library-sponsored symposia, educational programs, open houses, and similar events, giving estimated dates, themes for symposia and educational programs, and number of people expected to attend.

For each of the above headings, estimate the total staff hours required to complete each project and the number of hours to be expended in the fiscal year. State by grade levels which employees will be assigned to the project; estimate non-personnel costs and the source of funding and describe new equipment essential to the project. In each quarterly narrative report, report the progress made in each category, project by project. Amendments to the annual plan may be made in the quarterly narrative report. In addition to the narrative work plan, submit a statistical annual work plan for each heading and sub-heading under unit production in the quarterly statistical report. Use the same units required by the quarterly report. These plans will serve as the basis for program inspections.

3. **Quarterly narrative report.** At the end of each quarter, the Director will submit to NL, with copies to the other libraries, a narrative report which describes the activities of the library during the preceding quarter. This report is to be received by NL not later than the tenth working day following the end of the reporting period. The purpose of this report is to advise NL on progress in accomplishing program goals established in the annual work plan and the obstacles which inhibit achievement of those goals. While the bulk of this report should look back at the quarter just ended, it should also look forward to anticipated achievements and problems in the upcoming quarter. The report should follow the same format as the annual work plan. In addition to the headings of the annual work plan, the following topics should also be covered: training and professional activities, including courses attended; professional meetings attended, speaking engagements, and publications by staff members; administrative matters, including personnel, security, buildings and grounds; unusual occurrences and VIP visits; upcoming events, up to a year in advance; actions that result in savings to the Government. The first quarter's report must include the results of the annual inventory of valuable objects ch. 6-3. This report need not include the man-hour and cost estimates required in the annual work plan. Amendments to the work plan may be made in this report. Amendments must be justified.

4. **Quarterly statistical report.** At the end of each quarter the Director will prepare on authorized forms a statistical summary for OE and trust fund, activities. This report must be received by NL not later than the tenth working day following the end of the reporting period. In preparing these reports, Directors will observe the definitions and reporting units prescribed by NL.

5. **Monthly statistical report.** At the end of each month, the Director will submit to ~ the number of researcher daily visits and the number of museum visitors, both paid and free, for that month. This report must be received in written form by NL by the tenth working day following the end of the reporting period. These statistics will also be included in the quarterly statistical summary.

6. **Other reports.** Other reports will be submitted as required.