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# GEORGE SUTHERLAND ARCHIVES



### Search All Archives Materials

Search Keyword

The George Sutherland Archives collects and makes available materials that document and reflect the history and development of Utah Valley University and the surrounding communities.

### Using the Archives

Archives materials must be used in the archives reading room, located in FL 302a. The reading room is available only during archives hours when archives staff are present. Research appointments are encouraged as staff schedules may not always allow walk-ins to be accommodated immediately.

#### Reading Room Use:

- Before materials can be accessed, a temporary visitor's pass will be checked out to the patron by the archives staff. Patrons with accounts that don't have an attached photograph will need to present a current UVU or government issued photo ID.
- New Library patrons will need to register for a community patron account, and present a government issued photo ID at each visit. More information can be found here: New Patron Account Registration 🗷
- · Purses, backpacks, briefcases, large coats, etc., must be stored in provided lockers.
- Food and drink are not permitted in the reading room.
- Phones, digital cameras, and laptops are permitted in the archives, provided they are not disruptive or damaging to materials.
- The maximum capacity of the reading room is 9 researchers. The volume of materials permitted to be used at once will be determined at the discretion of the archives staff.
- Visitor passes must be checked back in before exiting the archives.

#### Use of Archival Materials:

- The archives storage area is closed to patrons, and materials must only be retrieved and re-shelved by archives staff.
- Only pencils may be used for note-taking; pens, colored pencils, markers, highlighters, etc., are not permitted in reading room.
- Pencils, note paper, and archival bookmarks are available for use in the reading room.
- · Patrons must adhere to all material handling and use instructions from archives staff.
- Archival materials must not be folded, written on, stapled, taped, torn, rolled, or otherwise marred by researchers.
- Limited photocopies or scans are available upon request, and must be performed by archives staff. Digital photography is permitted, provided it does not damage archival materials.
- . Some fragile or restricted materials may be available for use only as a facsimile or redacted facsimile.
- All materials must be returned to their enclosures in the order and condition they were found.

# Collection Scope

The George Sutherland Archives focuses on building collections in the following areas:

- The history of Utah Valley University
- Professional or personal manuscripts, publications, and papers of current and former UVU administrators, faculty, staff, and notable alumni or area residents
- · UVU students' theses or other faculty-reviewed projects or other publications
- The secular history of local cities, particularly Orem, Lindon, Vineyard, and surrounding communities (limited)
- Utah County history (limited)
- General Utah history (limited)
- American Deaf history and culture, particularly Utah

We focus on collecting the following types of items that fit within the stated collection scope:

- Photographs
- Memorabilia
- Oral histories

Please note: We are not actively collecting rare books and other rare items that do not fit our scope.

# Scanning

We do not scan or digitize any personal materials or campus-related materials that are not part of our own archival collections. The Fulton Library provides scanners in the Information Commons on the 1st Floor, and there are Info Commons Lab Assistants to help give guidance. Faculty can contact the Office of Teaching and Learning (x8255) for possible assistance with scanning campus-related materials.

# Copyright

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### **George Sutherland Archives**

FL 302

Research appointments are encouraged as staff schedules may not always allow walk-ins to be accommodated immediately. Schedule an appointment with Aimee below.

Regular hours are 8:30am-5pm, Monday through Friday.

#### Contact Us

# AIMEE BASTARACHE

Message Aimee Bastarache 801-863-8173



SCHEDULE AN APPOINTMENT PROFESSIONAL PROFILE

### **ALYCIA PRINGLE**

Message Alycia Pringle 801-863-8821



PROFESSIONAL PROFILE



# Richard McLean

Specialist III - Digitization, Library Message Richard McLean Professional Profile >>

801-863-7066 FL-303A MS: 145



# **Amy Roberts**

Specialist - Archives Message Amy Roberts Professional Profile >>

801-863-4659 FL-303D MS: 145

Fulton Library | Michelle.Vick@uvu.edu | 801-863-8265 | Text a Librarian 801-290-8123

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