**Access to the Archives**

The archives were originally held within the existing Main Library and due to renovations; it was subsequently moved to an existing dormitory where it languished for approximately three years. The time within the dormitory was dramatic for the collections; there was neither controlled temperature nor humidity for most of the time. Things were further exacerbated by various birds and vermin which had access to the same space. Finally, the archives were moved to its current location where it has remained, in its original packing for approximately 2 years. This space, renovated in 2006, is temperature and humidity controlled, with temperatures set at an average of 69-70 degrees Fahrenheit and 50% humidity. Also, the space is secured by alarm and security cameras. Researchers did not have access to the materials due to their continued state of disarray. Access was finally permitted after the collections were unpacked, identified and placed on shelves.

Interestingly, even though there are some of the collections which remain unavailable, approximately four hundred and fifty of our six hundred collections are used on a regular basis. During the last five years, we have had over a thousand visitors to the archives. Of those, we have had several from abroad, of which five have been directly helped with their dissertations and thesis. Of those seeking assistance with their dissertations (the University Archivist actually sat on their committees), one was from Germany and one was from Communist China. There were three seeking assistance with their thesis (the University Archivist sat on their committees), one was from Japan, one was from France and the other from Manchester, England.

 Finally, during the last six years, since our website was installed, we have had over 1,000,000 hits, with approximately 45% of those from abroad. The website has a variety of sections specific to our archives, particularly, finding aids, databases (for collections, media, etc.), digitized photos, documents, audio and visual. There are many items that can be used by teachers from elementary school through college level including, PowerPoint, documents and visual media. We are proud to provide through the website a service to a variety of researchers and teachers.

 The archives charge no fee for using the website or to access its collections. What fees are charged are for copies, photos and, in the case of commercial usage, fees for using images and documents. We have a room specifically for use by researchers with free Wi-Fi, microfilm and microfiche readers. The University Archives are open five days a week - Monday – Friday from 8:30 a.m. – 4:00 p.m.