

LIBRARY POLICIES

Policy Title: Archives Usage Policy
Policy Number: LIB.2600.01
Policy Owner: Librarian
Responsible Office: NAU Library (NAUL)
Revision Date: 02/04/2026
Policy Status: Inactive



1. Purpose and Scope

Library resources are a vital component to student learning and academic success. The North American University Library (NAUL) historically maintained physical archives of select print periodicals to support research and instructional needs.

At present, NAUL no longer maintains physical print periodicals or archival holdings as described in this policy. Accordingly, this policy is inactive.

2. Policy

This policy is currently inactive.

North American University discontinued subscriptions to print periodicals during and following the COVID-19 pandemic. In accordance with prior retention practices, archival materials were maintained for a two-year period. As of December 2025, no print periodicals remain in the NAU Library archives.

If NAU resumes print periodical subscriptions or physical archival collections in the future, this policy may be reviewed, revised, and reactivated as appropriate.

3. Procedures

No procedures are currently applicable while this policy remains inactive.

4. Who Should Read This Policy

- ☐ Students
- ☐ Faculty
- ☐ Staff

5. Related Documents and References

- ☐ Archive Request Form (inactive)
- ☐ NAU Library Website

6. History

- ☐ Creation Date: 07/15/2017
- ☐ Revision Date: 05/01/2019
- ☐ Revision Date: 12/20/2019
- ☐ Revision Date: 02/04/2026