

Policy Title: Archives Usage Policy
Policy Number: LIB. 2600.1
Policy Owner: Librarian
Responsible Office: NAU Library (NAUL)
Revision Date: 12/20/2019

1. Purpose and Scope

Library resources are a vital component to student learning and academic success. The North American University Library (NAUL) goes to great lengths to secure documents and make documents accessible to students and faculty.

2. Policy

North American University welcomes interested patrons to review archives of well-known journals, newspapers, and magazine publications. Inquiries on donations to the archives are welcomed and encouraged. The NAU Library keeps no more than the past two years of all the periodicals it currently subscribes to. Please contact the Librarian for details.

3. Procedures

Faculty, staff, or students who wish to see archives must submit a request ahead of time by filling out an Archives Request Form available online, so that library staff can accommodate individual requests.

4. Who Should Read This Policy

- Students
- Faculty
- Staff

5. Related Documents and References

- Archives Request Form
<http://www.na.edu/library/library-archives/>

6. History

- Updated: 12/20/2019
- Updated: 05/01/2019
- Came to Existence: 7/15/2017