USN ARCHIVES
GUIDELINES FOR USE

Mission Statement
The mission of the USN Archives is to collect, preserve, and maintain records in all formats of school offices and departments that are of enduring, permanent, and historical value to the USN community. The purpose of this special collection is to promote knowledge of the rich history of this institution and support the research needs of USN faculty, staff, students, and the wider local community.

Documents, photographs, and other materials housed in our collections are open and available to faculty, staff, and students by appointment. Use of the materials is encouraged!

Types of Available Materials (1915 – Present)
- Bulletins, Announcements, Newsletters, Correspondence
- Brochures, posters, flyers
- Publications (newspapers, yearbooks, handbooks, etc.)
- Original artwork, projects of note
- Photographs (Pre-1920 – the present)
- Commencement programs, Invitations, Text of speeches
- Annual Reports, studies, catalogs
- Student and Faculty committee records
- Local newspaper clippings
- Textiles (athletic uniforms, banners, etc.)
- Biographical material on PDS/USN alumni, faculty and staff
- Scrapbooks
- A/V Materials

Tips for Taking Care of Your Collection
- Please allow the archivist to pull materials from shelves and move materials.
- It’s important for archival material to stay in the order in which it is found. Therefore, do not rearrange anything that may appear to be out of order, and be sure to return a folder, etc. to its original location in the box. If you’re confused, just ask!
- Please wash your hands before handling archival material, and wear the white gloves provided. Dirt and natural oils can damage certain materials.
- Keep materials flat on the table as much as possible, and do not write upon, lean upon, or place any object on a document’s surface.
- Please, no eating or drinking while working with archival materials.
- Scanning and photocopying will be considered on a case-by-case basis. Feel free to photograph materials with your phone as long as the flash is off.