



**Policy:** The Library's closed-stacked archives room is dedicated to the collection and preservation of A.M.E Church and Payne Theological Seminary history and memorabilia. While this active, carefully acquired collection of historical artifacts is accessible for all serious researchers, it is not available for general browsing. The Archives has limited space for research, but is open to all who wish to use the collection, in particular, local churches and conference agencies. Persons interested in historical, genealogical, and scholarly research are welcomed by appointment.

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**Procedure:**

The Bishop Reverdy C. Ransom Memorial Library has special rules and regulations governing Archives use for the students, researchers and the community.

- All patrons entering the Archives are required to register at the front desk with a valid Student ID or other valid I.D and sign the visitor's registry.
- Use of archival materials will be supervised by the Seminary Archivist.
- All researchers are required to alert the Archives staff when they leave the research room and to return all requested archival materials.
- Notepaper, note cards, or materials actually in use are allowed on the work tables in the research room.
- Smart phones, digital cameras and tablets may be used to photograph items in the research room at the Seminary Archivist's discretion.
- All Seminary Archives and Special Collections materials are non-circulating.
- All book bags, briefcases: large purses, packages, outerwear, and the like must be placed in the library reception area.
- No food or drink is allowed in the area. Smoking is prohibited.
- You may be asked to submit for inspection any briefcase, laptop case, or any other purses, book, notebook or other personal property before leaving the premises.
- Materials are available for use in the Archives but do not circulate
- Rare books are to be used within the archives area-these books do not circulate outside the building.

**Access to the Archives is limited to those times when the Seminary Archivist is available (generally regular library hours). Research requiring the Seminary Archivist is by appointment only. Monday through Friday, 9:00 a.m. to 1:00 p.m. and 2:00 p.m. to 4:30 p.m.**