

Sousa Archives
And
Center for American Music

Rules
and
Procedures
for
Use and Access

University of Illinois
at
Urbana-Champaign

236 Harding Band Building
1103 South Sixth Street
University of Illinois at
Urbana-Champaign
Champaign, IL 61820

Welcome to the Sousa Archives

The University of Illinois' libraries and archives dedicate its collections and scholarship to inspiring a broader understanding of our nation and its many peoples. We create learning opportunities, stimulate imaginations, and present challenging ideas about our Nation's past and future. The Sousa Archives for Band Research supports the instruction, research, exhibition, performance, and educational programs of the University of Illinois.

The Sousa Archives and Center for American Music was established in 1994 as the Sousa Archives for Band Research with the transfer of the John Philip Sousa, Herbert L. Clarke, and related collections from University Bands to the University Archives. Its mission is to preserve and provide access to the documentary record of this country's music and fine arts heritage. The music and personal papers of John Philip Sousa, Herbert L. Clarke, and Albert Austin Harding comprise the principle special collections of the Sousa Archives. As a unit of the University of Illinois Archives, the Sousa Archives provides professional archival and curatorial management of and access to the unit's historical collections.

Each year diverse researchers use our collections. To maintain their long-term usefulness and to ensure a research environment that meets professional archival standards for access and preservation, the Sousa Archives has established these rules and procedures.

Researchers play a vital role in preservation. Proper care and handling prolongs the useful life of the collections.

Phone Numbers

(217)244-9309

FAX (217)244-8695

Research Hours

Research by appointment only, Monday-Tuesday and Thursday-Friday, 8:30 a.m. to Noon, and 1 p.m. to 5 p.m. Wednesday, 10:00 a.m. to Noon and 1 p.m. 5 p.m. May be closed for Federal holidays and special events.

Location

The Sousa Archives and Center for American Music is located on the second floor of the Harding Band Building.

General Rules and Procedures

Access to materials is conditional upon adherence to these rules.

The archivist enforces the rules and is available to answer questions about handling, reproduction, and other uses of the collections.

1. Researchers are not permitted in the stacks.
2. Collections do not circulate and may not be removed from the reading room.
3. Researchers are limited to one box on the table at a time.
4. Maintain original order. Remove one item or folder at a time and flag its location with the markers provided.
5. Work slowly and carefully to prevent records from being crumpled, torn, or broken. Rushing through archival collections endangers the materials.
6. Return material to the box before leaving the reading room. Do not leave materials unattended.
7. Initial your container list as you receive each box.
8. No eating, drinking or smoking in the reading room.

Planning Your Visit

To ensure that our collections will meet your research needs you **must**:

- ❖ Call or write to make an appointment and to consult with the archivist.
- ❖ Plan adequate time for your research.
- ❖ Make separate arrangements with appropriate staff if you need to do research in other related university museum artifact and archival collections.

When You Arrive

- ❖ You must sign the daily registration log book.
- ❖ Place coats, bags, purses, and other nonessential items in staff office.
- ❖ Register and show photo i.d.
- ❖ Read the Rules and Procedures brochure that explains proper handling techniques.

Getting Started

To locate and use collections relevant to your research, you must:

- ❖ Discuss your project with the reference archivist.
- ❖ Consult the appropriate online databases to identify relevant collections here and elsewhere around the world.
- ❖ Review the appropriate finding aids.
- ❖ Use a Container Registration Form to request materials.

Before You Leave

- ❖ Return collection materials to the correct folders and boxes.
- ❖ Count your photocopies and pay the archivist; receipts are available.
- ❖ Turn in your container registration form and check out with the archivist.

Special Note:

Handling Photographs and Audio-Visual Materials

- ❖ Wear the cotton gloves provided when working with photographs, instruments, or artifacts.
- ❖ Handle audio and video recordings and equipment with care. Do not force tapes into or out of storage containers or equipment.
- ❖ Do not leave tapes in the machine after they have been wound or played.
- ❖ Always rewind audio and video tapes before using them and then run to the end completely.
- ❖ Never leave audio and video tapes on top of the equipment, particularly when turning the machines on or off.