Access Policy

The records of Gwynedd Mercy University housed in the Archives are open to research to all members of the University community, to visiting scholars, and to the scholarly public. Access to records varies, however, depending upon the type of document.

Publications, press releases, other records circulated to the public, such as photographs and memorabilia, are open for research upon creation. Similarly, historical information compiled by the Archives and other reference materials are immediately available.

Access to other classes of records, however, is restricted. Gwynedd Mercy University administrative records will be open for research twenty-five years after the creation of the record, with the exception of those that are required to be opened earlier in accordance with the law. Some records may be restricted for a longer period of time with the approval of the office of origin and of the Archivist. The records of a sitting administration, for example, are closed.

During the restricted period, the records shall be available only to the office of origin, the President of the University, and the Archivist. Access may be granted to other researchers only with the written permission of the Archivist in consultation with the office of origin, and, if appropriate, the President. When an office or program no longer exists and does not fall under the purview of any extant office or department, the President will be consulted for special access decisions.

Individual Gwynedd Mercy University student records, individual employment record for University faculty and staff, and other records whose usage might constitute an invasion of privacy are closed for the lifetime of the individual. Access to these records during the restricted period may be granted only with the written permission of the student or employee.

Donated records will be open subject to any restrictions imposed by the donor in the deed of gift or by the Archivist in the course of processing. Access during the restricted period will be given only to the donor, the President, and the Archivist. Access will be granted to all others only with the written consent of the Archivist, in consultation with the donor.

Unprocessed records are not open for research, even if the time restrictions on them have lapsed. They will be made available at the discretion of the Archivist in special cases.