



The Beaver Island Historical Society of MI Inc. Archives Records Access Policy

Overview

The Beaver Island Historical Society (the “Museum” or the “BIHS”) Archives collects and keeps the permanent records of the BIHS and other documents pertinent to the island history, collections, and programs. These holdings align with our mission statement *Preserving and Sharing the Unique History of Beaver Island* and the Archipelago which are essential for institutional continuity, accountability, preserving cultural heritage and are an important source of evidence for scholars interested in Beaver Islands unique history.

The Museum is committed to creating an environment that inspires creativity, encourages learning, and fosters human understanding in a place where everyone feels welcome. The BIHS strives to provide all users of the Archives with equitable service and access to the holdings.

The BIHS Archives determines appropriate restrictions for sensitive and confidential materials using legal guidelines; established museum practices; and The Society of American Archivists’ Code of Ethics, as well as its Standards for Access to Research Materials in Archival and Manuscripts Repositories.

Access to some records may be restricted due to applicable laws, statutes, personal privacy rights, institutional proprietary rights, or through agreement between the Archives and transferring offices and/or donors of archival material. Records in the Archives are opened to researchers by appointment only. This policy applies to manuscripts and institutional records held by the Archives. Active Object, Donor, and Employee Files, as well as other records retained by BIHS and are subject to the same rules for access.



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Archives Records Access

Patron Request Form

Name	Date
Contact Information:	
Files Requested:	
Scan and Print Fees: Received by:	