

### **Data Preservation Program File Access**

The MBMG Data Preservation office preserves information for use by all members of the public. Although we do not allow the general public to check out files, MBMG staff are able to do so. We are updating our policies in the Data Preservation Office to better manage and track our files and publications.

If there is a file, publication, or dissertation/thesis you would like to view, you can do so either digitally or physically.

#### **Digital:**

We continue our efforts to digitize our holdings. If you send us an email, we are happy to share any of our digitized files. If the item you want to view is not already scanned, we will, time permitting, scan that for you.

#### **Hard Copy:**

Everyone is welcome to view any of our files in NRB217 at any time the office is open. Covid restrictions remain—no more than 4 people in the office, and all must be masked.

If you would like to check out a file, book, publication, or other object from our office, you will need to complete an Out Guide. The yellow guide includes a form that must be filled out with the date, your name, and the item you are checking out. Please place the out guide in the space of the item you are checking out.

When you return an item to our office, please place it in the returns tray on the work counter. We will return it to the shelf and remove the out guide.

If you have any questions, don't hesitate to ask.

Thank you,

Denise Herman

10/29/2020