

Mennonite Library and Archives

Access policy

June 7, 2023

The research resources of the Mennonite Library and Archives are open to the general public. The Mennonite Library and Archives is committed to making research materials available to users on equal terms of access. This is in accordance with the standard professional policies on access, such as those of the [Society of American Archivists](#). However, the use of some materials in the Mennonite Library and Archives, often those of recent date, is subject to restrictions, particularly based on FERPA (student records), HIPAA (medical records), and state-level privacy laws. Many of these legal restrictions focus on documents related to specific individuals and expire at the death of an individual or a fixed number of years after death. Some types of records are frequently restricted by the policies of the creating institution (most commonly, personnel records). Some non-institutional records may have restrictions imposed by the records creator or donor. Usually, these restrictions have a fixed expiration date.

The MLA makes a good faith effort to operate within all of the relevant restrictions on records, but, by using records held in the MLA, a researcher agrees to identify and follow any legal requirements.

The MLA reserves the right to deny access to a researcher who has damaged or abused records, or who has used records to harass others.