

These community agreements seek to make the ways in which we are all interdependent on and accountable to each other more visible. We expect that researchers will join us in upholding these community agreements just as Special Collections staff will be accountable to researchers and to each other in this ongoing and evolving work.

PRIVACY

Special Collections staff take the privacy of researchers seriously. The Special Collections website and Special Collections staff actions are covered by the [Smith College Privacy Policy](#) and [Terms & Conditions of Use](#).

We ask that all Special Collections reading room researchers register upon arrival, and only minimal information is requested. No identifying information is retained beyond the paper registration form, which is kept on file for one year (July 1 through June 30) and then shredded.

We do not share the content of researchers' requests outside of those working to fulfill such requests. We will, however, share de-identified or summarized data about our services and requests (for example: the number of research requests in a year or the most frequently used collections) as part of evaluating and enhancing our services. Material requests data is maintained in an internal Google sheet, which is held to the G Suite for Education [privacy notice](#).

Researchers who correspond via the main Special Collections email, specialcollections@smith.edu, and those who book an appointment through our seat reservation system will have data collected by Springshare, the library services management platform. Please read the [Springshare Privacy Policy](#), to learn more about their data collection practices.

INCLUSIVITY and ANTI-OPPRESSION

Consistent with the Smith College commitment to creating an educational environment free of discriminatory harassment, we work to be a welcoming space that is anti-oppressive, anti-racist, recognizes intersectionalities, and works compassionately across differences:

- We do not condone harassment or discrimination, including “unwelcome or offensive verbal comments (including jokes) or nonverbal expressions related to: age; appearance or body size; employment or military status; ethnicity; gender identity or expression; individual lifestyles; marital status; national origin; physical or cognitive ability; political affiliation; sexual orientation;

race; or religion. Harassment can also include use of sexual and/or discriminatory images in public spaces (including online); deliberate intimidation; stalking; following; harassing photography or recording; sustained disruption of talks or other events; bullying behavior; inappropriate physical contact; and unwelcome sexual attention.” ([Digital Library Federation Code of Conduct](#))

- We commit to making the reading room and the collections we steward accessible to researchers with disabilities.

MONITORING SPACES

During open hours, the Special Collections reading room is monitored by staff. The reading room, welcome area, stacks, and staff areas also are continuously monitored by security cameras. Recordings are kept for 30 days and can only be accessed by Smith College Campus Safety staff, the Dean of Libraries, and the Director of Special Collections. Everyone who enters the reading room is subject to the same level of surveillance, including staff.

UPHOLDING COMMUNITY AGREEMENTS

We commit to upholding these community agreements, but if you have an experience in which these agreements are not being upheld and would like to make a formal complaint, please contact the Head of Special Collections Public Services, lfields@smith.edu. If you do not want to speak with a Special Collections staff member directly, you are invited to submit a report via [EthicsPoint](#), a third-party provider.

If a researcher of Special Collections is not upholding our community agreements, a staff member will ask them to change their behavior or, depending on the severity of the behavior, leave Special Collections. The Head of Special Collections Public Services may additionally follow up with the researcher.

The Smith College Special Collections Community Agreements were inspired by, and some language is directly from, the Barnard College Archives Community Agreements as of May 2023. We thank the Barnard College Archives staff for their work.

