Collections and series designated as "Review upon Demand" have not been examined by an archivist and are unreviewed. Any researcher wishing to examine these materials must provide the library with at least one week's notice. Staff will review the materials for items in need of preservation work or containing information restricted by donor deed of gift, statute or executive order. Researchers requesting multiple unreviewed collections or series for review at once will need to allow additional time for staff to examine the materials.

Researchers are warned that a review does not constitute complete processing and that materials may be unarranged. A finding aid may not be available. Additionally, locations of individual objects may change upon final archival processing. Non-archival, extraneous materials may be returned to donors or destroyed in accordance with the deed of gift and accepted archival practice.