

Associated Archives at St. Mary's Seminary & University

Policy Statement

Welcome to the Associated Archives at St. Mary's Seminary & University. Before requesting material, please read the following statement and sign below where indicated. Should you have any questions, feel free to ask the staff.

SECURITY

- All researchers are required to schedule an appointment to work in the Archives.
- All researchers are required to show a photo ID to the staff person.
- All researchers are required to store personal belongings (including briefcases, knapsacks, and bags) in the locker assigned to you. Only pencils, paper, laptop computers, and purses may be brought into the research room. A coat rack and umbrella stand has been provided for the use of patrons.
- Notify a staff person when you want to leave the research area. All doors are alarmed.
- The Associated Archives is not responsible for the damage or theft of personal items.

USING ARCHIVAL MATERIAL

- Access to archival material for any purpose involving pending litigation must be granted through one of the appropriate offices: Chancellor of the Archdiocese, President/Rector of St. Mary's Seminary and University, or U.S. Provincial for the Society of St. Sulpice. Failure to disclose this intent may constitute a serious breach of legal ethics.
- The Archives reserves the right to prohibit access to records which are restricted either by statute, office of origin, donor agreement, or if they are unprocessed.
- **Smoking, eating, and drinking are prohibited.**
- **Use of ink writing implements is prohibited.** (Pencils are supplied on request.)
- Depending on the size of the collection and/or the value of the material, the researcher may be limited to requesting one box or folder at a time.
- You are requested to preserve the existing order of the material in each folder. Report any missing items or disorder to the staff.
- When returning folders to a box, please place them in their proper numerical or alphabetical sequence (indicated on the top of the folder) and replace box covers securely.
- If you intend to request photocopies, please inform the staff and they will provide you with instructions on how to prepare the material and supply you with the appropriate forms.
- Please handle all items with the utmost care. If you are uncertain how to work with the material, a staff member will advise you.
- **DO NOT** mark the materials in any way.
- **DO NOT** rest any items on the materials.
- Bookstands, magnifying glasses, cotton gloves, and other helpful items will be provided on request.
- Archival materials are not to be removed from the Reading Room.

NOTE: Responsibility for Archival material is assumed by the researcher until all items have been returned to and accounted for by the staff.

I have read the above statement and agree to abide by the policy of the Associated Archives at St. Mary's Seminary & University. I understand that if I publish or reproduce any material found in the Associated Archives at St. Mary's Seminary & University, I am responsible for conforming to any and all copyright, right-to-privacy, libel, slander, and other applicable statutes. I agree to indemnify and hold harmless the Associated Archives at St. Mary's Seminary & University, its affiliated institutions, officers, employees, and agents from any and all claims resulting from the use of materials in the Associated Archives at St. Mary's Seminary & University. I understand that failure to comply with these rules may result in the denial of access to collections.

Signature

Date