

Associated Archives at St. Mary's Seminary & University Policy Statement

Welcome to the Associated Archives at St. Mary's Seminary & University. 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 must be able to provide a valid photo ID to a staff person on their first visit to the Archives.
- All researchers are required to store personal items (including purses, briefcases, knapsacks, and bags) in the locker assigned to them. Researchers are to use the coat rack and umbrella stand available in the Reading Room.
- Only pencils, loose paper, smartphones in silent mode, and portable computing devices for notetaking may be brought into the Reading Room.
- All doors are alarmed. Notify a staff person if you need to leave the Archives.
- Please be aware that researchers will be under camera surveillance while using items in the Reading Room.
- If deemed necessary, research materials and personal items will be inspected by staff upon leaving the Archives.
- All researchers must be ready to leave the Archives at closing time.
- The Associated Archives is not responsible for the damage or theft of research materials or 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 of Baltimore, President-Rector of St. Mary's Seminary & University, or Provincial of the U.S. Province of 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 that are restricted by statute, office of origin, donor agreement, or if they are unprocessed.
- Responsibility for Archival material is assumed by the researcher until all items have been returned to and accounted for by the staff.
- Researchers are requested to wash and dry their hands before working with original material. Hand sanitizer is not an approved substitute. Gloves may be required when working with certain collections and will be provided by staff.
- Smoking, eating, and drinking are prohibited.
- Use of ink writing implements is prohibited. Pencils are supplied on request.
- **Researchers are not permitted to photograph or digitally reproduce Archival material.**
- Depending on the size of the collection and/or the value of the material, researchers may be limited to requesting one box, folder, or document at a time.
- Researchers 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, place them in their proper numerical or alphabetical sequence (indicated on the top of the folder) and close box covers securely.
- Inform the staff if you plan to request photocopies or reproductions. You will be provided with instructions on how to submit a request and be supplied with the appropriate form.
- Researchers are expected to handle all items with the utmost care. If you are uncertain how to work with the material, a staff member will advise you.
- While staff make every effort to remove confidential and other restricted information (including but not limited to personally identifiable information such as social security numbers, and information protected by the Family Educational Rights and Privacy Act (FERPA) or the Health Insurance Portability and Accountability Act (HIPAA) within a collection, researchers agree to alert staff if they encounter such material in the course of their research. Researchers also agree not to record, reproduce, or disclose restricted information that may be included in requested materials. Violation of this agreement may result in the loss of research or access privileges to the Associated Archives.
- **DO NOT** mark the materials in any way.
- **DO NOT** rest, lean, or place any items on the materials.
- Bookstands, magnifying glasses, cotton gloves, and other helpful items will be provided on request or as needed.
- If you need to leave the material you are working with, close the folder, return it to the box, and close the box.
- Archival materials are not to be removed from the Reading Room.
- Requests for new material will not be accepted in the last fifteen minutes of operating hours.

I have read the above statement and agree to abide by the policy of the Associated Archives at St. Mary's Seminary & University. I agree to acknowledge and provide proper citations for materials consulted in the collections of the Associated

Archives at St. Mary's Seminary & University and I understand that if I publish or reproduce any material found in the collections, I am responsible for obtaining permission and 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