

Associated Archives at St. Mary's Seminary & University
Archdiocese of Baltimore, St. Mary's Seminary & University,
and the Associated Sulpicians of the United States
5400 Roland Avenue • Baltimore, MD 21210
o) 410-864-4074 • fax) 410-864-3690
archives@stmarys.edu • www.stmarys.edu/archives

REFERENCE SERVICES & FEES

The Associated Archives is open without charge to all researchers regardless of academic or professional affiliation. Reference staff is available to assist patrons who wish to conduct their own research on-site. All patrons are required to make an appointment prior to visiting. Hours of operation are Monday-Friday, 9:00 – 11:45 a.m. and 12:45 – 4:00 pm. Archives staff will not be available to assist patrons who show up without an appointment.

Associated Archives staff can provide photocopying services. We reserve the right, however, to deny photocopies of extremely fragile materials or in instances where fulfillment of the order would involve or directly lead to violation of copyright law. Our photocopying policies are available upon request. We can also make arrangements for photographic reproductions. Please ask to see our policies for more details.

Associated Archives staff is available by telephone to assist patrons in the following ways: to make a research appointment, to assist them in sending an inquiry by mail, and to explain the scope of all services offered by the Archives.

Due to the large number of requests that we receive each week by letter, telephone, fax, and e-mail, we have limited our reference and research services. Archives staff will only provide reference services that are limited to a **brief** inspection of the archives' card catalogs, inventories, directories, and library without charge. Requests that require lengthy use of multiple reference sources and/or research and reading of the collections will incur research fees. The Associated Archives reserves the right to limit or refuse to conduct research on a patron's behalf.

Research by Telephone: Except for inquiries about the collections or readily answered reference questions (e.g., when was the Archdiocese of Baltimore founded) research requests must be submitted in writing.

Research by Letter and E-mail: There is a \$20.00 per hour fee (one hour minimum) for research conducted by Archives staff, up to a maximum of four hours. (Please note that it is not possible for staff to devote any longer than four hours to any request). Research fees apply whether or not any relevant information is found. Inquiries about our holdings and ready-reference questions will be answered without charge.

Photocopying: Research fees include up to ten pages of photocopying (photocopier, microfilm printer, and computer printout) without charge. The cost for each additional page of photocopying is .25 cents.

Postage/handling: Postage and handling costs are included in the fees.

Payment:* Fees can be paid by check or money order made out to the Associated Archives at SMSU. Patrons will be charged for any additional research and photocopying costs separately. Please indicate in your request if you wish to place a limit on either service above and beyond what is covered in the initial fee.

*: While staff will strive to locate the information requested in the amount of time authorized by the patron, we cannot guarantee that the information sought will be found.

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Dear Researcher:

Thank you for your interest in the Associated Archives at St. Mary's Seminary and University. Because of the increasing costs and demands on our staff time, it has become necessary to institute a fee schedule for research conducted by Archives staff. Please read the enclosed policy, sign and return this form, if you would like our staff to pursue your request. All fees must be paid in advance.

Please attach your research request to this form. Provide as much detailed and relevant information as possible to assist staff in researching your request.

Please include your return mailing address and your e-mail address in the event that the Archives staff needs to contact you for further clarification on your request. Upon researching your request, you will receive the requested information along with an itemized invoice for the research and copying fees. Our standard turn around time for reference requests is three weeks.

Sincerely,

Associated Archives Staff

I, _____, have read the research policy of the Associated Archives at St. Mary's Seminary and University and accept the terms and fees as outlined above. I have enclosed an initial payment of \$20.00 and agree to pay any additional fees that may be incurred in answering my request up to a limit of \$80.00.

(Signature) _____ (Date) _____