

Society of the Sacred Heart • Canadian and U.S. Province Archives

Policy Statement for Researchers

To safeguard the valuable and unique materials housed within the Society of the Sacred Heart Archives, researchers are required to observe the following:

Application for Research

Persons seeking access to material in the archives are requested to fill out the accompanying form stating the purpose of their visit, the records they wish to consult and their willingness to abide by the policies of the archives.

Care of Materials

All materials must be handled with care. Avoid writing or placing anything on top of a manuscript. Lead pencils, laptops, and digital recorders may be used to take notes. Indelible pencils, ink and fountain pens, ball-point pens, or liquids of any kind may not be used on the table with documents. Do not mark, erase, fold, trace, or in any other way damage or alter material. Archival material may not be removed from the archives. Smoking is prohibited in the archives building. Food and beverages are permitted only in the area provided.

Servicing Documents

A staff member services materials. The reader should keep documents in the order in which they are found, both in the box and in the folder. If there is any doubt as to the order or if there is apparent damage, please notify a member of the staff. As each box is returned, new material will be released. Before leaving, the reader is responsible to return all material to the staff member.

Restricted Materials

The use of certain material is restricted by statute, by office of origin, or by the donors, usually to protect the privacy of living persons. The researcher must assume responsibility for fulfilling the terms connected with any restricted material. For the protection of its collections the archives also reserves the right to restrict the use of materials that are not processed, and materials of exceptional value or fragility.

Photocopies and Scans

Photocopies and Scans will be provided for the researcher's personal use; they must not be further reproduced or made available to another person without the written permission of the archivist. The reader should identify the material to be copied; a staff person will reproduce the material. The charge for this service is ten cents (10¢) per page. In some instances, it may be necessary to refuse or limit the amount of copying on account of special circumstances, for example, the physical condition of the material, limited staff time, special restrictions of the donor or copyright laws. *Duplication of materials by the archives does not constitute permission to publish.*

Permission to Publish & Copyright

Permission to publish any archival material in its entirety or a substantial portion thereof should be requested in writing prior to publication. When permission is given, the archives retains its own right to publish the manuscript and to grant permission to others to publish it. The archives assumes no responsibility for infringement of copyright laws. Knowledge of the common law rights in literary property, as well as the laws of libel, and the securing of permission to publish material are the responsibility of the user.

Sharing of Information

In assisting users, staff members often become aware of research projects that are closely related or parallel. Most users find it helpful to know about researchers engaged in similar projects. If you wish to have your name and information on your research shared, please check the box below. Otherwise, the nature of your research will be considered strictly confidential.

I am willing _____

I do not wish _____

to have my name and information on my research shared with researchers engaged in similar projects.

Acknowledgement

The author should acknowledge the source of all manuscripts and other records found in the archives and used in publication, thesis or dissertation. The official identification of the archives is **Society of the Sacred Heart, Canadian and United States Province Archives, St. Louis, Missouri**. Suggested abbreviation is **SSH Provincial Archives, Canada/USA**.

I have read the above policies and by my signature indicate that I agree to abide by them.

Signature _____ Date _____