

ARCHDIOCESE OF ATLANTA OFFICE OF ARCHIVES AND RECORDS

**RESEARCHER REGISTRATION
(PLEASE PRINT)**

NAME:

PERMANENT ADDRESS:

TYPE OF RESEARCH

HISTORICAL

☐

OTHER

☐

LEGAL

☐

(PLEASE SPECIFY)

GENEALOGY

☐

ADMINISTRATIVE

☐

PLANS FOR PUBLICATION?

☐

YES

☐

NO

I HAVE READ THE POLICIES AND PROCEDURES CONCERNING THE USE OF THE ARCHDIOCESE OF ATLANTA ARCHIVES AND AGREE TO COMPLY WITH THEM.

(SIGNATURE)

(DATE)

ARCHDIOCESE OF ATLANTA OFFICE OF ARCHIVES AND RECORDS

REGULATIONS FOR RESEARCHERS

- EACH FIRST TIME RESEARCHER MUST COMPLETE THE REGISTRATION FORM AND PRESENT A VALID PHOTO IDENTIFICATION CARD. APPROVED MATURE RESEARCHERS ARE PERMITTED TO USE UNRESTRICTED ARCHIVE MATERIALS WHICH ARE ARRANGED AND PROCESSED FOR USE. YOUTH UNDER 18 YEARS MUST BE ACCOMPANIED BY A PARENT, GUARDIAN, OR TEACHER.
- EACH FIRST TIME RESEARCHER MUST READ THE POLICY AND PROCEDURES FOR USE OF ARCHIVAL MATERIALS AND SIGN THE REGISTRATION FORM INDICATING THIS.
- RESEARCHERS ARE ALLOWED ONLY PENCILS, PAPER, LAPTOP, OR CAMERA IN THE READING ROOM. PLEASE PLACE OUTERWEAR, HANDBAGS, BRIEFCASES, BACKPACKS, ETC., ON THE SEPARATE TABLE.
- ARCHIVES MATERIALS MAY BE REQUESTED BY COMPLETING THE REQUEST FORM. ONE BOX OF MATERIALS IS GIVEN AT A TIME. ALL ARCHIVES MATERIALS MUST BE USED IN THE ARCHIVES READING AREA.
- RESEARCHERS ARE ASKED TO HANDLE ARCHIVES MATERIALS CAREFULLY, MAINTAINING THE ESTABLISHED ORDER. PLEASE NOTIFY STAFF OF MISFILED MATERIALS.
- A LIMITED AND REASONABLE NUMBER OF PHOTOCOPIES/SCANS MAY BE REQUESTED. STAFF WILL SHOW YOU HOW TO FLAG MATERIALS FOR COPYING. COPIES CAN BE MADE ONLY AS THE STAFF SCHEDULE PERMITS. ARRANGEMENTS MAY BE MADE TO PICK THEM UP OR HAVE THEM MAILED/EMAILED.
- RECORDS MAY NOT BE REQUESTED WITHIN THIRTY MINUTES OF CLOSING AND MUST BE RETURNED FIFTEEN MINUTES PRIOR TO CLOSING. PLEASE LET STAFF KNOW IF YOU WISH TO USE THE RECORDS THE NEXT DAY.
- PLEASE READ CAREFULLY THE POLICY STATEMENT ON COPYRIGHT.
- RESEARCHERS WHO PLAN PUBLICATION ARE ASKED TO DISCUSS THIS WITH THE ARCHIVIST FOR PROCEDURES AND PROPER FORM OF CITATION.

WE APPRECIATE YOUR ASSISTANCE IN FOLLOWING THE GUIDELINES, POLICIES, AND PROCEDURES OF THE ARCHDIOCESE OF ATLANTA ARCHIVES.

ARCHDIOCESE OF ATLANTA OFFICE OF ARCHIVES AND RECORDS

POLICY FOR REPRODUCTION OF ARCHIVAL MATERIALS

- LIMITED REPRODUCTION OF ARCHIVAL MATERIALS IS PERMITTED PROVIDED THAT:
 - THE MATERIAL IS NOT OF A PRIVATE NATURE,
 - THE MATERIAL IS NOT SO FRAGILE THAT PHOTOCOPYING/SCANNING MAY DAMAGE IT.
- PERMISSION TO PHOTOCOPY/SCAN IS AT THE DISCRETION OF THE ARCHIVIST.
- ALL REPRODUCTION IS DONE BY STAFF. COPIES MAY NOT BE IMMEDIATELY AVAILABLE.
- ARCHIVAL MATERIALS ARE COPIED FOR INDIVIDUAL RESEARCH PROJECTS ONLY. PERMISSION MUST BE GRANTED TO PLACE COPIES IN ANOTHER REPOSITORY OR TO PUBLISH.

POLICY FOR PUBLICATION OF ARCHIVAL MATERIALS

- ANY REQUEST TO PUBLISH FROM RESEARCH OF ARCHIVAL MATERIALS MUST BE MADE IN WRITING TO THE ARCHIVIST. THE LETTER MUST CONTAIN A CITATION OF THE FILES USED AND A SUMMARY STATEMENT OF PUBLICATION PLANS.
- ANY REQUEST TO QUOTE DIRECTLY ANY DOCUMENTS, OR PART OF DOCUMENT, MUST BE REQUESTED IN WRITING WITH A COPY OF THE DOCUMENT TO BE ATTACHED AND INCLUDING A CITATION OF THE FILES.
- PLEASE SEE THE PERMISSION FOR ONE-TIME USE OF IMAGES AND REPRODUCTION OF MATERIALS FOR THE POLICY AND PROCEDURES FOR PUBLICATION OF IMAGES FROM THE ARCHIVAL COLLECTIONS.
- THE ARCHIVIST WILL REVIEW ALL REQUESTS WITH THE CHANCELLOR WHO MAY APPROVE OR DISAPPROVE THE REQUEST.

POLICY TO REQUEST THE USE OF RESTRICTED ARCHIVAL MATERIALS

BECAUSE OF THE CONFIDENTIALITY AND SENSITIVITY OF SOME ARCHIVAL MATERIALS, THESE MAY BE CLOSED TO RESEARCHERS PERMANENTLY OR FOR A SPECIFIC TIME PERIOD.

RESEARCHERS WHO HAVE A LEGITIMATE NEED TO USE ANY OF THESE MATERIALS MAY REQUEST THIS IN WRITING TO THE CHANCELLOR. THE REQUEST SHOULD OUTLINE THE RESEARCH PROJECT AND STATE WHY THE MATERIALS ARE NECESSARY TO OR RELEVANT TO THE PROJECT. UPON REVIEW, THE CHANCELLOR MAY APPROVE, REJECT, OR APPROVE WITH CERTAIN RESTRICTIONS THE USE OF THESE MATERIALS.

ALL UNPROCESSED MATERIALS ARE RESTRICTED UNTIL PROCESSING IS COMPLETE.

POLICY FOR COPYRIGHT

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTION OF COPYRIGHTED MATERIAL. UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP, OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT. THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

THE USE OF MANUSCRIPTS IS PROTECTED BY THE PROVISIONS OF THE COPYRIGHT LAW AND THE INVASION OF PRIVACY. SPECIFIC RESTRICTIONS MAY APPLY TO THE USE OF OTHER MANUSCRIPTS. ALL RESTRICTIONS AND PROVISIONS OF THESE MUST BE OBSERVED. EACH RESEARCHER MUST ASSUME FULL RESPONSIBILITY FOR ANY LEGAL QUESTIONS WHICH MAY ARISE.

WHILE THE ARCHDIOCESE PHYSICALLY OWNS THE MANUSCRIPTS AND RECORDS WITHIN THE ARCHIVES, THE CONTENT IS THE PROPERTY OF THE CREATOR OR THE LEGAL HEIR, AS SUCCESSORS OR DESIGNEES.