

APPENDIX F

CARONDELET CONSOLIDATED ARCHIVE ACCESS POLICY AND USER AGREEMENT FOR RESEARCHERS

1. **After reading this policy, each researcher must sign this agreement to establish identity and to assist the Archive staff in locating useful sources. Once a researcher has an application on file, the researcher is expected to sign in each day and work within established procedures for security of the collections in a designated area. Personal belongings will be stored in a safe place.**
2. **The Archive staff will aid the serious researcher by bringing the material to the user in the reading room. One folder may be used at a time, and personal belongings must be stored in a safe place away from the designated work area.**
3. **Researchers will be responsible for all material brought to the reading area. No one will be allowed in the closed stacks. Requested items will be used in the following manner:**
 - **No food or beverages are allowed.**
 - **All materials must be handled with utmost care and without alteration by a.) pen or pencil b.) erasures c.) folding d.) tracing or rubbing.**
 - **Do not remove materials from protective sleeves.**
 - **Researchers will be held responsible for any damage to materials.**
 - **Personal electronic devices may be used for note taking, but must be disclosed to the Archive staff before using.**
 - **Use of cameras and other reproduction equipment is forbidden unless permission is granted by the Archives Staff.**
 - **No materials may be taken out of the research area.**
 - **Requests for photocopies and/or digital copies are made to the Archive staff. Reproductions will be made free of charge, but the Archive staff reserves the right to limit the number of reproductions provided to the researcher. These reproductions are for private study, scholarship, and research only. The researcher may not donate, sell, or provide the reproductions to other parties without express consent from the Archive staff.**
4. **Legal responsibility for compliance with U.S. copyright laws is the sole responsibility of the individual researcher. The Carondelet Consolidated Archive does not assume responsibility for infringement of these laws.**
5. **Permission to view materials in the Archive does not constitute permission to publish them. A separate application for such permission must be made on the designated form. The researcher is responsible for obtaining permission to publish from copyright owners.**

6. The researcher is responsible for keeping accurate citations for all items they use. The Carondelet Consolidated Archive does not prefer one citation style guide over another. Researchers may use whichever manual they prefer (ex. APA, Chicago, MLA). Please use the following name in your citation:

Sisters of St. Joseph of Carondelet -- [Province name], Carondelet Consolidated Archive

7. These records are the property of the Sisters of St. Joseph of Carondelet, Carondelet Consolidated Archive. We desire to make as much information as possible available to researchers with the understanding that, due to protection and privacy acts (copyright), some materials are subject to restrictions or semi-restrictions. For example, some correspondence is restricted until 50 years after the death of the writer. Sister personnel files are restricted except for public information such as a Sister's necrology, obituary, or published works.

Your signature on this form indicates that you have read, understood, and agree to abide by these conditions, and you may also request a copy of this agreement:

Signature of Researcher _____

Date _____

Name (please print) _____

Home Address _____

Telephone number(s) _____

Email address _____

Local Address (if from out of town) _____

Name of Institution or other Research Affiliation and Department:

Name of reference/advisor: _____

Subject of Research: _____

Purpose of Research (Check the most applicable):

<input type="checkbox"/> Administrative	<input type="checkbox"/> Class Assignment	<input type="checkbox"/> Personal Use
<input type="checkbox"/> Article	<input type="checkbox"/> Dissertation/Thesis	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Book	<input type="checkbox"/> Paper	_____

In order to improve communication among those interested in the holdings of the Carondelet Consolidated Archive, I give permission to the Archive staff to inform other researchers of my research topic. Please initial: yes no