



POLICIES FOR RESEARCHERS

GENERAL GUIDELINES

1. Research hours are from 9 a.m. to 4:00 p.m., Monday to Friday. Appointments are required.
2. No materials may be taken from the Archives for any reason. The stacks are closed to non-staff.
3. All materials must be handled with extreme care. Wearing protective gloves may be required.
4. Eating, chewing gum, drinking, and smoking are not permitted.
5. The exact order of materials in a box and file folder must be preserved. File folders are to be removed one at a time. If an arrangement mistake is discovered, please call it to the attention of the staff; never rearrange the material yourself. Do not remove loose material from a file folder.
6. Only pencils may be used to take notes. Ink pens and corrective fluids are not permitted. Personal computers and digital cameras may be used. Please check with an archivist before using camera.
7. Coats, book bags, briefcases, and other personal property not essential to a researcher's work must be left at the coat rack.

HANDLING PHOTOGRAPHS

1. Photograph surfaces must be protected from fingerprints during handling. Researchers must wear gloves (furnished by the Archives) when handling photographs because finger oils and dirt will damage or destroy materials over time.
2. Support fragile and oversized photographs by placing a piece of stiff archival board behind them, if necessary, and to aid in turning them over.
3. Do not slide photographs around on top of each other because they may abrade or damage each other. Unsleeved photographs should not be stacked like a deck of cards.
4. Larger format prints should be handled with both hands and not picked up by an edge or corner, which could result in undesirable flexing, creasing, or the breaking of brittle emulsion or mount.

USE AND ACCESS RESTRICTIONS

The contents of our Archives are private corporate records. Our goal is to grant access to researchers whenever possible. The following materials, however, are restricted from access or use:

- Any collection less than 25 years old
- Any unprocessed collection
- Any collection restricted according to conditions set forth by a donor agreement
- Any sacramental record created within the 90-year period prior to January 1 of the current year
- Bishops' administrative records
- Records containing *personally identifying information* (PII)
- The Archives staff retains the right to review any material and waive any restrictions which may apply

DUPLICATION

1. Duplicates of records in the Archives may be requested by researchers. They are provided if the condition of the originals allows copying to be done without damage and if no violation of copyright or personal privacy of living persons would occur. The Archives staff reserves the right to refuse duplication.
2. Limited copies/scans of key documents are available as staff time allows.
3. Copies of key documents are furnished as a convenience for researchers and NOT as a substitute for note taking. Digital cameras are permitted, but please discuss with an archivist before using.
4. Provision of copies does not constitute permission to quote or publish them.
5. The Archives reserves the right to specify the mode of reproduction (photocopy, microfilm, photographic, scanning, or sound) especially in the case of fragile records.
6. Additional costs may be added for fragile materials which require repair before copying or for special packing and shipping costs.
7. When requesting digital duplicates, please provide the scanning specifications (e.g. file size, dimensions, resolution, file format, etc.) and storage media (e.g. CDs, DVDs, flash drives, etc). The Archdiocese of Seattle retains ownership of the scanned images. Digital images provided to researchers are not subject to loan and cannot be sold, licensed, or reused.
8. The provision of digital images does not imply transfer of ownership to the individual, nor does the Archives surrender its right to publish the material or to grant permission to others to do so.
9. The researcher assumes full responsibility for any infringement of copyright and for publication rights of reproduced materials. Reproductions may not be further duplicated for sale of or for subsequent use without specific agreement and the payment of any applicable fees.

QUOTATION AND PUBLICATION

1. It is the researcher's responsibility to request permission to publish quotations of text, entire documents, photographs, or other items from the Archives, and to cite them accurately. Please request a *Permission to Publish* contract from a staff member.
2. Citations should identify the item, its date, its record group [RG] number, its series and file titles, and the repository name. The repository line must read "Archives of the Catholic Archdiocese of Seattle."
3. Quotations of less than one paragraph to be embodied in the text of a published work require only general permission from the Archives staff. Quotations of more than one paragraph require an exact copy of the quotation, along with the exact citation as it will appear in the footnote to be sent to the Archives staff prior to publication. Archivists reserve the right to change citations for purposes of standardization.
4. If access has been granted for use of a restricted collection from recent years (e.g. unprocessed records), the researcher may be required to sign a form stating that names or other identifying information of individuals represented or named in the collection will not be revealed.
5. For use of materials other than citation, an appropriate credit line must be given in all cases of publication, exhibition, presentation, or any other display or reproductions from the collections of the Archdiocesan Archives. The credit line must read: "Courtesy of the Archives of the Catholic Archdiocese of Seattle."
6. All unpublished material in the Archives belongs to the Archdiocese of Seattle.
7. One copy of the finished publication using reproductions is to be donated to the Archives. This includes books, articles, brochures, advertising materials, periodical issues, exhibition catalogs, videotape productions, etc.