



### RESEARCH REQUEST FORM

The Archdiocese of San Antonio Archives is a closed archive and the use of the archive is a privilege accorded to the public by ecclesiastical authority and can be revoked at the will of the Most Reverend Archbishop of San Antonio.

Name: \_\_\_\_\_

Institution/Agency: \_\_\_\_\_

Position/Title, if student include level: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Purpose of Research? *(Include examples of bibliographical references to any published works)*

Detailed Description of Research Topic: *(include anything that will assist in the search for related materials to your topic)*

If Known, Materials Desired for Examination *(Please include collection name, box number, materials, and years)*

Anticipated final product of research and completion date *(i.e. article, book, dissertation, etc.):*

I \_\_\_\_\_ have read and understand the attached rules and regulations of the Archdiocese of San Antonio Archives & Records Management Office. I realize that I am responsible for conforming to United States Copyright Laws and policy of this repository, Right-to-Privacy, Libel, Slander, and any other applicable laws and statues. I agree to indemnify and hold harmless the Archbishop of San Antonio and all personnel of this Archdiocese from any and all claims resulting from the use of materials in the Archives & Records Management Office. I understand that failure to comply with these rules may result in denial of access to the Archives.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>OFFICE USE ONLY</b> Approved / Not Approved Chancery Initials: _____ Date: _____</p> <p>Reason/Restrictions:</p>
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## ARCHIVES RULES AND REGULATIONS

The Archdiocese of San Antonio Archives is a closed archive and use of the archive is a privilege accorded to the public by ecclesiastical authority and can be revoked at the will of the Most Reverend Archbishop of San Antonio.

1. All requests must be submitted by written request form and signed, emails and phone calls will not be accepted.
2. Requests will be reviewed by the Director of Archives and Records Management and the Chancellor for acceptability before being granted access. Many of the materials contain private and sensitive materials that are confidential in nature and may remain closed to researchers permanently or for a specific time period.
3. Approved requests must be reviewed by Archivist and will be scheduled after requests for the administration have been fulfilled. Requests may be delayed due to requests on the archives by the administration and other duties.
4. Only one box/folder of material is given at a time. All archives materials must be viewed in the archives reading room.
5. Person's unable to make it to the archive themselves and who wish a search to be made will be required to post a deposit of \$25 for the first hour of research. Any additional research will be based on increments of 15 minutes up to an hour at \$25. There is no are non-refundable or transferrable. Please submit payment with a check or money order made payable to: Archdiocese of San Antonio.
6. First time researchers must present a valid photo identification card to view materials in the Archives. 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 parent, guardian or teacher.
7. No personal belongings, including purses or back packs, are allowed in the reading room with the exception of cameras, phones and laptops (no laptop cases are allowed). These items will be stored upon arrival in lockers provided outside the reading room.
8. Smoking, eating, and drinking in the reading room are prohibited.
9. Notes must be taken with pencil or on a computer. Ink, fountain pens, ball point pens, markers, etc. are prohibited. No marks whatsoever may be made on collection items.
10. Archival materials, including photographs, must be handled with care. Materials should be placed flat on the desk. Researchers should not lean on, write on, prop up, or fold materials and the existing order of all materials must be maintained. Surfaces of photographic prints should never be touched.
11. The Archivist reserves the right to provide surrogate copies for materials deemed exceptionally valuable or fragile.
12. Researchers are expected to arrive on time to their previously scheduled research appointment. **No walk-ins will be allowed.** If you will be late for your appointment, please contact us at (210) 734-1959 or [archive@archsa.org](mailto:archive@archsa.org). Researchers are required to stop their research at 4:00 pm so that materials can be returned to storage.
13. A limited and reasonable number of photocopies may be requested. Staff will show you how to flag materials for photocopying. Copies can be made only as the staff schedule permits. Arrangements may be made to pick them up or have them mailed at a later time.
14. Archives staff reserve the right to inspect all materials entering and leaving the reading room.
15. The archives utilizes security cameras throughout the facility to enhance the protection of the resources. The cameras are monitored by Archdiocesan staff and the footage archived.

### **Policy for Reproduction of Archival Materials**

1. Access to and photocopying of collections may be restricted or denied at the discretion of the Archives staff. There will be a charge for any photocopies.
2. The photocopying of unique, fragile, and oversize items is not permitted. The Archdiocesan Archives cannot authorize copying of images for which reproduction is not permitted.
3. Photocopying will be completed as time allows and there is no guarantee that copying will be completed during the researcher's visit. Photocopies obtained from the Archives will be stamped and may not be further duplicated.
4. Photographing research materials may be granted by Archives staff. No flash photography will be allowed.
5. 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**

1. Permission to publish material held in the Archdiocesan Archives must be requested and granted prior to publication by filling out and signing the Permission to Publish Form. When citing records from the archives, please use the following credit: Courtesy of the Catholic Archdiocese of San Antonio Archives.
2. Permission to publish materials includes images, full views, and quoting directly any documents, or part of the document.
3. Responsibility for obtaining copyright permission is vested in the researcher.
4. In the event that research becomes a source for publication, the Archives requests a copy of the publication, or if unavailable, a bibliographical note.
5. All requests will be reviewed by the Archivist and submitted to the Chancellor for final approval.

### **Policy to Request the use of Restricted Archival Materials**

1. All unprocessed materials are restricted until processing is complete.
2. The Archdiocesan of San Antonio Archives is a closed archives. Many of the materials contain private and sensitive materials that are confidential in nature and may remain closed to researchers permanently or for a specific time period.
3. Researchers who have legitimate need to use any of these material may submit a request 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 specific restrictions the use of these materials.