



READING ROOM RESEARCH FORM

Researcher Contact Information

First Name: _____ Last Name: _____
Address: _____
City: _____ State/Zip: _____
Phone: _____ E-mail: _____

Institution/Occupation: _____

Student: Level of Study: _____

Research Topic/Question: _____

Summary of Information Already Gathered: _____

Anticipated final product of research and completion date: _____

Records/Collections Desired to Examine: _____



RESEARCH PROCEDURES

1. The Archives of the Diocese of St. Augustine are a private collection and not all records are open to the public. The Diocese of St. Augustine reserves the right to withhold access to collections and/or records at any time.
2. **No personal belongings**, including purses or back packs, are allowed in the Archives research area. These may be kept outside the stacks or under the desks of Archives staff.
3. **Eating and drinking** in the Archives is **prohibited**.
4. Notes must be taken with pencil using colored paper furnished by the Diocese of St. Augustine Archives or on a computer. **Ink, fountain pens, ball point pens, markers, etc. are prohibited**.
5. No marks whatsoever may be made on collection items.
6. Archival materials 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.
7. Photographs and other delicate records may only be handled using white gloves.
8. The Diocesan Archives is a non-circulating facility. No items are to be removed from the Archives.
9. The Diocese of St. Augustine does not have a microfilm reader. To review Diocesan microfilm, the Diocese will make arrangements with the St. Augustine Historical Society Research Library and meet the researcher for their appointment at their library at 271 Charlotte Street in St. Augustine.
10. Responsibility for obtaining copyright permission is vested in the researcher.
11. A *Permission to Publish Form* for records held in the Diocesan Archives must be completed and the request granted **prior to publication**.
12. Access to and photocopying of collections may be restricted or denied at the discretion of the Archives staff. **There may be a charge for any photocopies or scans**. The photocopying of unique, fragile, and oversize items may not be permitted. The Archives of the Diocese of St. Augustine cannot authorize copying of images for which reproduction is not permitted. Photocopying will be completed as time allows and there is no guarantee that copying will be completed during the researcher's visit.
13. Photocopies obtained from the Archives of the Diocese of St. Augustine must not be further duplicated.
14. A copy of the final research outcome should be sent to the Archives upon completion/publication.
15. Researchers are expected to arrive at the previously agreed upon time. Researchers are required to stop their research at 4:00 pm so that materials can be returned to storage, unless otherwise specified.
16. Diocese of St. Augustine staff reserves the right to inspect all materials leaving the research area.
17. The Diocese of St. Augustine, GA reserves the right to change these policies without prior notice.

I agree to cooperate with the procedures established for the Diocesan Archives, and to use the appropriate guidelines in citing sources in any materials I may publish, giving credit to authors and photographers where necessary.

SIGNATURE: _____ **DATE:** _____

Researcher Name: _____

