

ROBERT M. MYERS ARCHIVES

archives@uscsvd.org

Research application and Use Agreement

Application prior to research appointment is required Date _____

Name _____

Institution or Affiliation _____

Address _____

Position _____ Phone _____

E-mail or other contact information _____

Purpose of Research (check one)

Dissertation/Thesis _____

Work related _____

Personal _____

For publication _____

Brief description of topic

Type of materials needed _____

Telephone _____ Letter _____ Visit _____

Other information _____

Please read and sign Use Agreement (p. 2) and Researcher's Pledge (p.3).

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Archival and SVD Resource Materials

Research use guidelines for all researchers.

1. Permission to use the archive is obtained from the archivist. Appointments are available from 9:00 to 3:00, Monday-Friday.
2. Each researcher must fill out a research application form identifying the person seeking information and stating the purpose of the research and the records to be consulted.
3. Each researcher must read and sign the use policy on the back of the application form.
4. The use of certain documents may be restricted by statute, office, origin or by request of donor; the researcher may quote from these documents only with the permission of the Archivist and with due reference to the source. For example: ROBERT M. MYERS ARCHIVES.
5. As a general rule, no letter, document or memorandum, written by a person still living may be quoted, paraphrased, or used in any way without the consent of the author.
6. The researcher must assume full responsibility for conforming to the laws of libel and literary property rights, which may be involved in the use of manuscripts and other archival materials.
7. Researchers must obtain permission from the archivist before publishing an article or book based on and using materials from the CP archives.

Signature _____

Please read separate sheet on handling archival materials and SVD resources.

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Researcher's Pledge

Permission to examine the records held in the archives will normally be granted to researchers for specific purposes upon application to the archives.

In order to safeguard the records, we request that you observe the following rules:

1. The use of pencil is preferred.
2. No eating, drinking or smoking is permitted in the research room.
3. The researcher will respect the fragile nature of the records. Care must be exercised not to exert any pressure on records, such as resting an arm on a document or by writing notes on paper placed on top of any record.
4. Papers are generally in chronological or some other established order. If each item in a folder is turned like a page, the existing order in the folder will be preserved. Please notify a staff member if any papers are apparently misfiled.
5. Staff members will photocopy a reasonable amount of material for reference use when this can be done without injury to the records and when it does not violate copyright restrictions. (Please see procedure for marking pages for copying.) Costs of photocopies are borne by the applicant. Photocopies may not be reduplicated or deposited elsewhere. Supplying a photocopy is not an authorization to publish.
6. Original records may not be checked out of the archive.
7. The use of certain records is restricted by law, by reason of their origin or by donors. For the protection of its records, the archive also reserves the right to restrict the use of records, which are not arranged or are being arranged, are of exceptional value or are fragile.
8. The researcher assumes full responsibility for conforming to the laws of libel and copyright, which may be involved in his/her use of any record preserved in the archive. The researcher further agrees, by signing this application, to hold harmless the archive and its staff against all claims and actions arising out of his/her use of the records.
9. PERMISSION TO PUBLISH ANY RECORDS IN THEIR ENTIRETY OR A SUBSTANTIAL PORTION THEREOF MUST BE REQUESTED IN WRITING PRIOR TO PUBLICATION. RESEARCHERS HAVE THE SOLE, LEGAL RESPONSIBILITY FOR OBTAINING THEIR WRITTEN PERMISSION.

(From the *Policies and Procedures Manual of the Sisters of the Blessed Sacrament Archives*, Bensalem, PA, 1993)

Signature _____ Date _____

Location address:

**Robert M. Myers Archives
1985 Waukegan Road
Techny, IL 60082**