

12.7 RESEARCH AND MATERIAL ACCESS AGREEMENT:



The *Roman Catholic Diocese of Victoria Archives* is a private archives which serves primarily the clergy, staff and faithful of the diocese, but also extends its services to outside researchers and to the general public, where appropriate. All researchers must fill in this form prior to use of any material.

I, _____ (print name) hereby apply for permission to consult the archival resources of the *Roman Catholic Diocese of Victoria Archives* and agree to the conditions herein.

Name and Contact Information : _____

Affiliation/Reference Information To Support Credentials as 'Qualified Researcher':

Purpose of Research: _____

Material Requested: _____

Policy Section Approved Date: 'All Souls'; November 2, 2015

Policy Section Revised Date: _____

Only pencils may be used in the archives. The use of pens and other marking devices is not permitted. Cameras, telephones and computers must remain on the researcher’s desk and in sight of archives staff at all times. Data and power management on devices is the responsibility of the researcher.

The archives is a scent free environment for the comfort of staff and researchers.

Food, drink and chewing gum are not permitted. Water in a closed container is allowed. Please refrain from licking fingers while turning pages.

Researchers are not permitted access to the vault and other storage areas.

Archival material must be treated with care and respect at all times and must be maintained in their original order. Researchers are not permitted to photocopy materials without prior permission of the archives staff. Records which are photocopies may be used for the purpose of private research and study only—no further copies may be made or distributed.

Researchers will not use the information in the records for any purpose other than the stated intention.

Researchers will not identify in notes and or in any public way, the names or personal information contained in the records or disclose in a form in which the individuals to whom the records relate can be identified nor contact any individual to whom the personal information relates to either directly or indirectly.

I have read the above terms and agree to abide by them.

Signature:

Date:

Approved on behalf of the *Roman Catholic Diocese of Victoria Archives*

Signature:

Date:

LOG OF RESEARCH DATES

DATE	MATERIAL ACCESSED	DATE	MATERIAL ACCESSED
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