

ARCHIVES ACCESS POLICY

Documents, photographs, prints, videotapes, slides, books, maps, postcards, drawings, artifacts, vestments, and other collections belonging to the Archdiocese of Atlanta are maintained for educational, scholarly, and documentary purposes. Use of the materials in the Archives is governed by the Chancellor of the Archdiocese. The collections are held in trust and are to be used for the purposes stated above. The following policy initiatives and limitations to access are common practice in archival management and balance the researcher's needs with the Archives' responsibility to safeguard the materials:

Members of the Catholic Church, students, Archdiocesan staff, clergy, other religious associations, and the public may use the Archives facility at no charge. There is a \$25 fee for research inquiries from the public that require a significant amount of the Archivist's time.

Because the Archives is a closed collection and non-circulating, access to the collections is by appointment only and supervised by the Archivist. No materials or books may be loaned without written permission from the Chancellor.

Researchers are required to fill out a USER REGISTRATION FORM, adhere to the RULES OF USE listed on the form, and sign in as a researcher each day they visit the Archives.

Processed collections and materials of the Archdiocese are available for research. Unprocessed materials [those that are not organized, described, or catalogued] are not available for research.

The records of the Archdiocese, including digital operational records, are not generally available for research. Requests for access to such records must be submitted in writing and approved by the Chancellor.

To ensure privacy and confidentiality, access to sacramental records and student files located across the Archdiocese is restricted to individuals seeking their own records, or guardians or individuals with power of attorney for the person named in the record. Exceptions must be approved by the Chancellor and are generally only granted for records dated prior to 1930.

In order to protect the confidentiality of the Archdiocese and the security of the organization, copies of building plans in all formats, including printed and digital, shall not be provided to researchers or outside commercial vendors without written permission of the Chancellor, including those located in parishes and other agencies of the Archdiocese (does not include, of course, those contractors or vendors hired to perform repairs, maintenance, or construction).

Use of materials for commercial purposes without permission is prohibited. The Archivist reserves the right to deny access to the collections in the event that the legitimate use of materials cannot be determined.

The Archivist makes collections available, but does not research or evaluate the materials for the user. The Archivist reserves the right to deny unreasonable requests for information, assistance, and/or unreasonable use of the Archivist's time.

All duplication and reproduction shall be handled by the Archives' staff. Digital photography, scanning, and other methods of reproductions by the researcher are not allowed in the Archives without permission.

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The Archives reserves the right to restrict the use or reproduction of rare, valuable, or fragile items; to ensure that the use of reproductions is legal and in good taste; to charge a handling fee for staff time to fulfill large, time-consuming photocopying requests; and to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law or other laws.

Carolyn S. Denton, CA
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