

Maryknoll Mission Archives - Research Rules and Regulations

All researchers must read and agree in writing to the following Research Rules and Regulations prior to beginning their research. Please read this document carefully. For further information or clarification on any of these points, please consult a member of the Archives' staff. The Archives reserves the right to deny access to anyone who fails to comply with these rules and regulations.

- Researchers must complete and sign an Archival Research Application Form and, when appropriate, provide their curriculum vitae. Signing this application form constitutes agreement to abide by the Research Rules and Regulations.
- Permission to use the Archives for the purpose of conducting research is granted by the Archives' staff in accordance with established access policies.
- Permission to use the Archives for research does not constitute permission to quote from or publish any materials. Permission to quote from archival materials must be requested in writing from the Archives when the quote is longer than 300 words. Any commercial use of archival materials requires the approval of the General Council of the Catholic Foreign Mission Society of America, Inc., the Congregational Leadership Team of the Maryknoll Sisters of St. Dominic, Inc. or the Leadership Team of the Maryknoll Mission Association of the Faithful, Inc. Researchers who have used Archives' materials in their publication or production are asked to provide the Archives with a complimentary copy.
- Researchers must assume full responsibility for conforming to the laws of libel and literary copyright that may be involved in the use of archival materials. Please see the Copyright Note at the end of the document.
- Researchers are not permitted to access archive storage areas. Materials will be delivered to the Research Room by an Archives' staff member. Only two boxes or volumes of materials will be provided at a time.
- Coats, purses, briefcases, backpacks and bags must be stored in designated areas of the Research Room, away from the tables and materials.
- Food and drink are prohibited at the research tables.
- Researchers may not carry archival materials outside the designated research areas, nor may they share their materials with another researcher without the knowledge and consent of the Archives' staff.
- Researchers are required to exercise physical care for the materials made available to them:

- Please maintain the materials in their existing order within each folder and the order of the folders within each box. Placeholders are provided to indicate where folders should be returned in a box. Please work with only one box and one open folder of materials on the table at a time.
 - Materials are not to be leaned on, written on, bent, folded, traced or handled in any way that could damage them.
 - Do not remove existing staples or fasteners.
 - Researchers are not permitted to add, remove or alter information contained in any archival record.
- Only pencils or laptops out of their carrying cases may be used for note taking. The use of pens is prohibited. As a courtesy to researchers, pencils are available in the Research Room.
 - For security purposes, the Archives' staff reserves the right to inspect a researcher's belongings.
 - Researchers are prohibited from photocopying, scanning or photographing any materials in the Archives. Photocopying and limited scanning services can be provided by the Archives' staff for a moderate fee. Please review the Archives' duplication policy for additional information and fees. Any desired photocopies or scans will be made by the Archives' staff.
 - Please do not remove items to be photocopied or scanned from their folders. An Archives' staff member will review proper procedures for identifying items to be duplicated.
 - Archives' staff may prohibit duplicating materials that could be damaged in the process.
 - The Archives reserves the right to deny duplication requests and the right to restrict the quantity of copies. For example, duplication of an entire folder of material is generally not allowed.
 - Photocopies and scans are for private use, scholarship and research only and cannot be sold or donated. Duplications in any format of archival materials cannot be exhibited, broadcast, or published (print or online) without the specific authorization of the Maryknoll Mission Archives.
 - Quotations (under 300 words) from or references to the contents of materials in the Maryknoll Mission Archives must be properly cited in any publication. The proper form for this citation can be provided by the Archives' staff.

Copyright Note

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