



Information Packet for Visiting Researchers

Thank you for your interest in The Archives of the Episcopal Church. All research in the Archives is by appointment only. This packet will guide you through the application process.

To book an appointment for use of the Reading Room, all researchers must first submit a signed Application for the Examination of Archives. In addition to the application, we request that potential researchers write a brief letter to the Director, that clearly describes the nature, purpose, and intended product of your research. These letters are important for evaluating how useful the holdings are in meeting the researcher's interests and should have some specificity to demonstrate previous preparatory research.

Completed forms and letters can be returned via email or post. Upon approval of your application, we will schedule an appointment for you in the Reading Room.

Due to the demand for the Reading Room, we ask researchers to refrain from making any travel arrangements before an appointment is confirmed. Research appointments should be scheduled sixty days in advance to ensure a space.

The Archives is open to researchers Monday through Thursday, 9:00 am to 4:45 pm.

This **Researcher Packet** contains copies of our:

Application for the Examination of Archives

Public Access Policy

Research Services and Reproduction Fees

Rights and Royalty Use Fees

Copyright Statement and Preferred Citation

Use of the Archives Reading Room

We look forward to hearing from you. If you have any questions, please send us an email through the Contact Form on episcopalarchives.org.

Sincerely,

The Archives of the Episcopal Church

THE ARCHIVES OF THE EPISCOPAL CHURCH USA

APPLICATION FOR THE EXAMINATION OF ARCHIVES
FORM OF AGREEMENT

I hereby request permission to examine archival records described below and acknowledge that permission, if granted, is contingent upon the following understandings:

I understand that the Domestic and Foreign Missionary Society of the PECUSA (the Society) is the owner of the copyright of the archives of the Episcopal Church. Permission to examine archival records does not include permission to publish in any media, electronic or print, the contents of the record or any excerpt therefrom at any time regardless of its physical format. Separate written application for permission to publish must be made to the Archivist of the Episcopal Church, specifying the item(s), means of publication, and amount to be reproduced.

I understand that the Archives of the Episcopal Church is an official agency of the Society which is a private incorporated institution. Access to the records of the Society and to private collections donated to the Society may be restricted in whole or part. Permission to examine restricted records, if granted, does not constitute permission to reproduce, excerpt, publish or in any way duplicate by manual or mechanical means the holdings of the Society's archives.

I acknowledge that the Archives of the Episcopal Church makes no representation that it is the owner of the common law copyright or literary property in the unpublished, non-official holdings placed in its custody. I understand that I am responsible for obtaining permission to publish from the owner, the authors or other assignee. The Archives has the right to restrict access to private collections or personal papers held in custody when required by agreement with the donor or when information in the record is identified as being of a private and personal nature.

Reproduction in the form of photographic or other duplication is made solely for my convenience in examining an item. Fees paid for duplication services do not constitute sale of the copy or transfer of rights which remain the property of The Archives of the Episcopal Church. The Archives may request that copies be returned upon completion of my work. I promise not to reproduce, by mechanical or digital means, copies on loan from the Episcopal Church or to transfer reproductions to any other person or institution, including copies of internal Archival documents of inventory management, without the prior written permission of The Archives of the Episcopal Church.

I agree to indemnify The Archives of the Episcopal Church and hold harmless the Society, its officers, employees and agents from and against all claims resulting from my use, publication, or other unauthorized reproduction of the archives or other collections that may be made by any person asserting that their ownership of the common law copyright or literary property.

I acknowledge that I have read and agree to abide by the rules governing access to and use of The Archives of the Episcopal Church:

Signature _____ Date _____
Researcher

Signature _____ Date _____
Archivist

Subject of my research is: _____

Please attach a letter of introduction addressed to the Archivist describing the nature, purpose and intended product of your research.

Name _____
print

Address _____ Email _____
Tel. Cell _____
Tel. Home _____

Driver's License: State ____ No. _____ Other ID _____

Institutional Affiliation/Employer _____

Names and Addresses of Two References:

Completed applications may be returned to the Archives through the Request Form on the website, via email, or by post.



Policy on Access to Archives and Records

The Archives of the Episcopal Church is the repository for the records of the General Convention of the Episcopal Church and its official bodies including the Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America. The Archives is also the repository for the records of Episcopal Church organizations, personal papers, and other special collections that support and complete the official record. The Archives' mission is to serve the information requirements of The Episcopal Church and its bodies.

The Archives of the Episcopal Church also welcomes research inquiries from the public. Inquirers should be aware, however, that the ability of the Archives' curators to respond to public requests for information is highly dependent on their availability as priority is given to Church members and entities who are engaged in the mission, program and administration of The Episcopal Church.

Public access to the records of the Church is governed by policies adopted by the Board of Archives of the Church's General Convention and by agreement with private donors. These policies require that all researchers complete an *Application for the Examination of Archives*. The application should state in detail the purpose of the research, provide evidence of reputation, and identify the objectives and intended products of the research inquiry. The applicant will be notified of acceptance. Researchers visiting the Archives in person are advised not to make travel plans until that notification has been received. Researchers returning after an absence of more than a year will be asked to update their application form.

Public access and reasonable requests for personal use copies to records are typically granted. Inquirers should be aware, however, that certain restrictions are imposed based on the age of the documents, their physical condition, copyrights or level of content sensitivity. Any one of these factors may result in withholding access. Records in the Archives are categorized as:

Open Records. Most records in the Archives older than 30 years are open to the public. Regardless of age, all published or formally printed records distributed by the Society are open as are minutes of the General Convention, the Executive Council, and the official bodies of General Convention; published records of Episcopal organizations; and personal papers not restricted by the donor.

Confidential Records. Records containing identifying information and similar sensitive content are withheld from public access. Confidential records are closed for a period of 80 years.

Restricted Records. Most official records are withheld from public browsing and physical inspection for a period of 30 years as they constitute privileged operational data and current communications of the creating Episcopal Church body or agency.

Access to records older than 30 years may also be restricted if the records are inaccessible for reasons of remote storage, have not been processed or appraised, contain personal information throughout, are restricted by the donor, or are in fragile condition. Special access to information in Restricted Records may be granted when access serves an essential public interest over and above a private research agenda or when it fulfills a vital personal need. Confidential records are not released and access is possible only in unusual and compelling circumstances. Discretionary decisions regarding access and disposition are reserved to the Canonical Archivist of The Episcopal Church.

Basic Research Services

Research Fees

Research service, first 30 minutes staff research time	no charge
Research service, beyond 30 minutes	\$25.00 per ½ hour
Reading Room use, external researchers	\$25.00 per week

Offsite Retrieval

Retrieval of boxes stored off-site	quote per order
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Rush Service (when available)

Reproduction of documents and/or photographs (3 business days or less)	\$50.00 per hour
Audio and Video reproduction	quote per order

Postage

Postage and handling. USPS Flat Rate Priority Mail rates apply
Patrons may waive postage charges by providing their FedEx or UPS account number

DFMS employees and General Convention representatives are not subject to rights, royalties, and research fees.

Reproduction Services

Document Reproduction

Processing fee per order	\$20.00
Per page photocopy fee	\$0.50
Per page scanning fee	\$0.50
Staff time (for offsite external requests)	Research service rate

Photographic Reproduction

Processing fee per order	\$25.00
Low Resolution (72-150 dpi)	\$5.00 per item
High Resolution (for publication)	\$30.00 per item

Fees for reproduction of images larger than 11x17 will be negotiated on a case by case basis.

Audio Recording Reproduction

Processing fee (one item)	\$30.00
Each additional item	\$10.00
Analog-to-digital recording (in-house production)	\$50.00 per ½ hour
Analog-to-digital recording (vendor)	quote per order

Moving Image Reproduction

Processing fee per order	\$30.00
Film/Video to Digital Video	quote per order

Payment Options

We accept Cash, Check, Money Order, or PayPal. Pre-paid deposits may be required for large orders.
 Processing fees for orders placed and then cancelled are non-refundable.



Rights and Royalty Use Fees:

Use of Reproductions in Digital or Print Publications

Documents and Photographs Used for Publication

Trade Publication, less than 2,000 copies	\$100.00 per item or use
Non-Profit Publication, less than 2,000 copies	\$50.00 per item or use
Exhibit or Display Use	\$45.00 per item or use
Internet Publication	(add 25% of above fees)

Audiovisual Materials Used for Broadcasting, Including Internet

Photographic still images	\$75.00 per item
Clips taken from audio or visual sources	\$60.00 per second
Feature film	(add 100% of above fees)
Non-profit use	Inquire

Advertising

Photographic still images	\$150.00 per item
Audio or Video	\$100.00 per second

Employees of the DFMS and representatives of the General Convention are not subject to rights, royalties, and research fees.

Payment

We accept Cash, Check, Money Order, or PayPal. Pre-paid deposits may be required for large orders.
Processing fees for orders placed and then cancelled are non-refundable.

Copyrights and Permissions

All records and papers in all formats of The Archives of the Episcopal Church, unless otherwise noted, are the property and under the copyright protection of The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America. Discretionary decisions regarding reproduction of records and noncurrent publications are reserved to the Canonical Archivist of The Episcopal Church. Researchers are required to secure permission to publish and to note copyright permission and credit in print works, digital reproduction, social media platforms, and other forms of publication. Use of records may be subject to the charges outlined in our Rights and Royalty Fee Schedule. Researchers are respectfully requested to deposit copies of their work with the Archives when significant use has been made of its primary resources.

Citation Formats

Photographs and Audio-Visual Records from The Archives of the Episcopal Church should be published with the following citation directly adjacent to the image unless approval is otherwise given.

Courtesy of The Archives of the Episcopal Church

Text excerpted from sources in the Archives of the Episcopal Church should be noted using one of the following citations:

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Reprinted Courtesy of The Archives of the Episcopal Church

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The Papers/Records of [title of collection]. Reprinted by Permission of The Archives of the Episcopal Church.

Acknowledgments, if made at the time of publication, should recognize the curatorial staff of The Archives of the Episcopal Church rather than individual curators.

Use of the Archives Reading Room

Visitors are expected to follow guidelines of conduct in the use of the archives.

- Note taking with pencil and portable computers is allowed (Wi-Fi is available).
- Restricted records may not be copied or photographically reproduced.
- The use of cell phones, cameras, and portable scanners in the Reading Room is prohibited. Food and beverages are not allowed in the Reading Room.
- Coats and bags should be checked at the Reference Desk.
- Talking should be kept to a minimum and done quietly to avoid disturbing other researchers.
- Archival materials are unique in nature and must be handled with care. Do not lean on documents or books, or spread documents out on the work tables. Gloves may be required (provided by the Archives).
- Observe the original order of the records as you find them. Alert the curator of any discrepancies in order or missing materials. Be sure to keep your notes and copies physically separate from the archival records.
- Keep notes on the date, document reference numbers, title or correspondent, and file number of the documents you find significant. Be aware that collection order may change as the materials are processed or re-organized over time. The Archives may be able to locate reprocessed records using data you maintain from the original finding aid or inventory, but without sufficient data they may not be fruitful.
- Records and supporting materials do not circulate and are not loaned through interlibrary loan. They must be used on the premises under the supervision of a staff member. Materials will be set aside at the end of a work day for continuing use. Records of retrieved items are kept by the Archives in the Researcher's Dossier File to support future citation reference.
- We cannot provide scans or copies on demand during a visit. The order will be fulfilled within a week of your departure depending on the extent of your request.