



ARCHIVES AND RECORDS ACCESS POLICY

The Office of Archives and Records maintains the archival and operational collections of the Archdiocese of Atlanta, consisting of visual, audio, and textual materials for educational, scholarly, and documentary purposes.

The mission of the Office is to collect, preserve, and make available the permanent and official records of the Archdiocese of Atlanta, its people, institutions, and associations. It documents the historical richness, development, and the spiritual, temporal and business affairs of the Catholic Church in North Georgia.

The Archives primarily serves the Chancery, Clergy, and Parishioners; however, outside researchers may conduct research by completing a Researcher Registration Form. If the research request is granted, use of the Archives is subject to the terms below.

Terms and Conditions of Access

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

Researchers are required to complete and sign the *Researcher Registration Form* and adhere to the *Researcher Regulations* outlined in the document. Additionally, researchers must sign-in each day they visit the Archives.

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. There is a \$25 fee for research inquiries from the general public that require a significant amount of the Archivist's time, particularly those related to genealogy.

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 prior permission.

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 fulfillment of the order would involve violation of copyright law or other laws.

Researchers may view only those materials that have been processed by the Archives staff and for which there are finding-aids available. The Archivist may limit the quantities of material examined at one time.

The Archdiocese fully adheres to the copyright law of the United States (Title 17, United States Code) that governs the making of photocopies or other reproductions of copyrighted material. The Archives will only provide copies that are used for "private study, scholarship, or research." The number of copies of each item is limited to one and copying all or substantially all of a work or a collection is not allowed by law.

Restricted Materials

Certain materials in the Archives have been designated as Restricted and are closed to all researchers, except in specific instances where permission to examine particular files or to obtain information from them has been approved by the records' creator (if possible), the office of origin, and the Chancellor. Restricted materials also may include those that may be damaged if handled.

To ensure privacy and confidentiality, access to Sacramental Records and Student Files 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).

November 2012