

# GEORGETOWN VISITATION SCHOOL ARCHIVES



1524 Thirty-fifth Street, NW Washington, D.C. 20007 archives@visi.org

## Request for School Archives Use

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Institution \_\_\_\_\_

Faculty \_\_\_ Student \_\_\_ Alumna \_\_\_ Independent Researcher \_\_\_\_\_

Research Topic: \_\_\_\_\_

Materials Requested (please be as specific as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated time needed for research: \_\_\_\_\_

I hereby apply to consult the collections of the Georgetown Visitation Preparatory School. I have read the policies and rules of the School Archives below and on the reverse of this form and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Reading Room Rules

- Before commencement of research, the researcher shall complete a *Request for Archives Use* form and provide picture proof of identification, such as a Driver's License. The *Request for Archives Use* form and a copy of one's identification will be kept on file in the School Archivist's office.
- Only erasable pencils or a researcher's own laptop computer may be used for taking notes. Ink pens, markers, highlighters, ink, and indelible pencils are not allowed near archival materials.
- No materials may be removed from the Salesian Center office.
- A researcher is responsible for the safeguarding of any materials made available to him/her.
- Researchers may use one box of materials and only one folder from that box at one time. Materials used may not be rearranged and are to be kept in the original order in which they are received. Materials may not be leaned on, written on, or handled in any way likely to damage them.
- Eating, drinking, and smoking are prohibited in the Salesian Center office.

## **GEORGETOWN VISITATION SCHOOL ARCHIVES**

### **Policies regarding Research and Use of Collection**

#### **Intellectual Accessibility**

In accordance with the Society of American Archivists field standards on access to research materials in archives, the Georgetown Visitation School Archives makes available original research materials in its possession on equal terms of access. The School Archives does not deny any researcher access to materials, grant privileged or exclusive use of materials to any researcher, or conceal the existence of any body of materials from any researcher unless required to do so by law, donor stipulation, or other considerations specified in this access policy.

The School Archivist facilitates all requests to see materials contained in the School Archives. Researchers may request materials and schedule an appointment by contacting the School Archivist. The collection stacks are closed. Archival materials shall be retrieved by the School Archivist and may be studied in the Salesian Center office under the supervision of the School Archivist. Materials are to be returned directly to the School Archivist after use.

All processed and unpublished materials dated beyond 75 years prior to the current year are generally open and available to researchers and does not require permission to access, unless otherwise restricted for reasons that would limit access (described below). For example, in 2018, a request for materials from 1943 and before would not require special permission. All processed and unpublished materials dated within 75 years of the current year, or otherwise restricted for reasons of privacy or confidentiality, are closed to researchers unless the School Archivist grants special permission. Materials as for example, yearbooks, school magazines and school papers, are published and therefore unrestricted.

#### **Limitations to Access**

The School Archives is committed to the long-term preservation of research materials and to making them available for research as quickly as practicable, following their acquisition and processing. Access to these materials may be limited by several factors, including:

1. *legal or institutional obligations*: These may include donor restrictions or issues related to privacy and confidentiality.
2. *preservation and security requirements*: The School Archivist reserves the right to revoke the privilege of access from an individual researcher who has violated its published policies and regulations. The School Archivist may provide suitable reproductions to researchers in lieu of original documents.
3. *resources needed to arrange and describe the materials*. Access to unprocessed collections is restricted for potential security, preservation, confidentiality, and privacy reasons. In setting its processing priorities, the School Archivist takes researcher interest into account and welcomes inquiries about unprocessed collections; expressions of interest should be addressed to the School Archivist.

#### **Guidelines**

- Researchers may quote from School Archives materials without special permission.
- Request for permission to reproduce or publish a substantive portion of any document or reproduction of any document from the collection must be submitted in writing to the School Archivist using the *Request for Permission to Publish* form. If a researcher publishes images of School Archives documents, this agreement comes with the stipulation that the researcher provide a copy of that completed publication to the School Archives. A PDF of the article or book section is acceptable.
- Request for photocopies or making a digital image will be handled on a per case basis, which may incur charges from the requesting researcher. The School Archivist may deny a request to photocopy material based on the size, age, and/or fragility of the item.
- It is understood that all photocopies are to be used in accordance with U.S. Copyright Law. Permission to use a reproduction for study purposes *does not convey permission to reproduce or publish an item*. The School Archives assumes no responsibility for infringement of copyright. The researcher is responsible for obtaining the necessary publication rights and copyright clearances for reproduction or publication.
- Researchers may take their own photographs of materials without special permission for study purposes only.

#### **Citation**

The proper citation of archival materials held by this repository: Name/Title of Item, Item Number (if applicable), Georgetown Visitation Preparatory School Archives, Washington, D.C.