

## Reference Policy

### **BENEDICTINE SISTERS OF CHICAGO ARCHIVES**

#### **Information for Researchers**

The Benedictine Sisters of Chicago Archives acquires and preserves records created by, for, and about the Benedictine Sisters of Chicago. These records include biographical information on each Sister, chronology of the community, chronology of sponsored ministries, particularly St. Scholastica Academy Chicago and St. Scholastica Academy Canon City, as well as community and individual publications and manuscripts, photographs, and material culture related to community prayer and daily life. Researcher access to archival collections is at the discretion of the community.

#### **Hours**

By appointment: Monday - Saturday 8:30 – 11:30 a.m. and 1:00 – 5:00 p.m.

#### **Registration**

All visiting researchers are requested to register, providing their name, address, signature, government issued photo ID, and their research topic. All community member, staff, and oblate researchers are requested to register, providing their name, current contact information, signature, and research topic.

#### **Regulations**

1. Coats, briefcases, parcels, and personal books are not permitted in the research area. Please leave them on the ground floor coat rack.
2. No ink of any kind may be used in the research area; use pencils only. Computers may be brought into the archives and used at the discretion of the archivist.
3. Smoking, eating, and drinking are prohibited in the archives.
4. All archival materials must be handled carefully: use only one folder at a time and keep the papers in their existing order. Do not place books or volumes face down. Do not lean or press on archival materials. Do not trace maps or other records.
5. No material in the archives may be removed from the research area.
6. Persons requesting access to restricted materials must contact the person or agency imposing the restrictions. The archives cannot permit access to these materials without written authority.
7. Researchers are advised that it is their responsibility, not the archives, to obtain copyright clearance to publish or otherwise reproduce or distribute archival material. Whenever possible, the archivist will provide the names and addresses of copyright holders.
8. If publishing material from the archives, please credit the archives:  
**Benedictine Sisters of Chicago Archives, Title or name of item, Date (if known).**

**Photocopying**

Unless restricted or protected by copyright conditions, photocopies of material will be supplied for research purposes at the rate of 10 cents per page. Although there is no precise limit on the number of pages, it may not be possible to fill an order on the day requested, and the Archives reserves the right to carry out the work over a period of time.

Users requiring copies of photographs or maps, are requested to consult the archivist about conditions and charges. Sound recordings, or moving image materials are not available at this time. Researchers are not allowed to copy archival materials using their own cameras or other equipment.

Archivist: Virginia Jung, O.S.B.  
St. Scholastica Monastery  
7430 N. Ridge Blvd.  
Chicago, IL 60645

[archives@osbchicago.org](mailto:archives@osbchicago.org)  
(773) 764-2413 extension 203