

Appendix B: Reference Policy

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, the records of each Prioress, chronology and records of the community, collections related to sponsored ministries, particularly St. Scholastica High School 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.

Hours Monday-Friday 8:30 a.m.-8:30 P.m. by appointment

Registration

All visiting researchers are requested to register, providing their name, address, signature, and their research topic. All internal researchers - sisters, monastery staff, and oblates are requested to register, providing their name, current contact information, signature, and research topic (Appendix A).

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. Researchers requesting access to restricted materials will contact the Prioress who will decide in consultation with the archivist and the donor (regarding personal papers) or the Prioress will decide (regarding administrative and other community records). 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. Benedictine Sisters of Chicago Archives reserves the right to deny permission to publish images in ways inconsistent with the mission of the Benedictine Sisters of Chicago.
<https://www.osbchicago.org/mission>
9. If publishing material from the Archives, please credit the Archive in this way:
Benedictine Sisters of Chicago Archive, Title or name of item, Date (if known).

10. Researchers are requested to send a photo of use in exhibits and a link to any website use: archives@osbchicago.org . Researchers are requested to send a copy of any other use of archival material, i.e. pamphlet, paper, podcast, etc.

Notice: Warning concerning copyright restrictions

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyright material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use, "that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve copyright law.

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.

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

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