

Loretto Heritage Center Archives and Museum
515 Nerinx Road
Nerinx KY 40049

Archives Researcher Registration Form

Name: _____

Address: _____

Phone: _____

Email: _____

Institutional or other affiliation: _____

Purpose of research: _____

Material consulted: _____

PLEASE READ AND SIGN THE BACK OF THIS FORM

For Staff Use Only

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 Driver's License (State: _____)
 Other ID (Specify: _____)

Staff initials: _____

Regulations for Researchers

1. Every researcher must fill out a registration form and provide a photo ID.
2. Material may not be checked out of the research room.
3. Permission to use any material in the Loretto Heritage Center (LHC) Archives must be obtained from archives staff. No person shall be allowed access to the stack area.
4. The researcher assumes full responsibility for conforming to the laws of libel, copyright, and literary property rights which may be involved in the use of archival materials. No document written by another person still living may be quoted, paraphrased, or in any way reproduced without the consent of the author. It is the responsibility of the researcher to secure this consent (see *Copyright note* below).
5. The researcher must comply with the terms of all access restrictions placed on materials being used, including privacy legislation. **If you find private information (social security numbers, health records, etc.) please notify archives staff.**
6. Photocopies or scans of material can be made by staff for a fee, or researchers may use personal digital cameras or portable scanners in the reading room in accordance with our policies at no charge.
7. Please cite the LHC Archives appropriately in any published works. The credit line should read: **Sisters of Loretto Heritage Center Archives**. When the name of the photographer or collection is known, this should also be included in the credit.
8. As a courtesy, please provide the LHC Archives with a copy of any publication based on research done here.

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1. Eating and drinking are strictly prohibited. Please leave water bottles in the designated area.
2. Use of pens, markers, and highlighters of any type is strictly prohibited.
Use pencil or computers to take notes.
3. Archival and manuscript materials are fragile and therefore must be handled with care. Do not mark, fold, trace over, cut, or otherwise damage them.
4. Please preserve the existing order of the collections, including the order of items within a file folder.
5. If requested, all notes, photocopies, and other papers and books must be presented to staff for inspection before leaving the research room.
6. Please wash hands in the reading room restroom before handling any material (upon first arriving and after any meals or other breaks).
7. Please use gloves provided when handling any photographic material.

I have read the above Regulations for Researchers and indicate by my signature my understanding of the rules and willingness to comply with them. My signature also indicates that all information given on the reverse side of this form is correct.

Signature: _____

Date: _____