



RESEARCH AGREEMENT

Name _____
Address _____
Telephone _____
Email _____

I understand that:

There is a \$25.00 fee for each reference inquiry, payable by cheque to the "Congregation of the Sisters of St. Joseph in Canada." This fee covers the costs associated with records retrieval from off-site storage, copying, and staff time. No more than 10 pages will be copied by the archivist for any research inquiry.

Researchers who are unable to visit the Archives in person will have their reference inquiry researched by Archives staff or volunteers.

The use of certain materials may be restricted if unprocessed, for privacy reasons, by the donor, or due to physical condition. Making single copies is permitted under this agreement. Copies of any materials are provided to me for research purposes or private study only.

It is my responsibility to respect copyright, privacy, and libel laws in my use of archival materials. It is my responsibility to obtain copyright clearance from copyright holders. I will give credit to the "Congregation of the Sisters of St. Joseph in Canada Archives" in any publications once I have received any necessary permissions.

Personal information I provide will only be used for security, communication and statistical analysis and will not be shared with others. Please contact the archivist if you have any questions.

Information concerning a person who resided in an orphanage will only be released with the permission of that person, or if deceased, only to his/her next of kin.

I agree with the conditions specified in this Research Agreement. I will abide by the on-site regulations when I attend the Archives in person. This agreement is in effect from the date of signature until it expires six months from the date of signing.

Name

Date

1. The researcher will not use the information in the records for any purpose other than the indicated research purpose, unless the researcher has the Congregation of the Sisters of St. Joseph in Canada Archives' written authorization to do so. The purpose of research is (please give full details and attach a separate sheet if necessary):

1. The researcher will keep the information in a physically secure location to which only the researcher has access.
2. The researcher will not contact any individual to whom personal information relates directly or indirectly without the prior written authority of the Congregation of the Sisters of St. Joseph in Canada Archives.
3. The researcher may encounter records that contain private or restricted information about individuals or organizations and this information may not be transmitted by the researcher to others by any means. The researcher will ensure that no personal information will be used or disclosed in a form in which the individual to whom it relates can be identified without the written authority of the Congregation of the Sisters of St. Joseph in Canada Archives.
4. The researcher will not quote, paraphrase, or use any document written by a person still living without the consent of the author.
5. The researcher will notify the Congregation of the Sisters of St. Joseph in Canada Archives in writing immediately upon becoming aware that any of the conditions set out in this agreement have been breached.
6. The researcher will, if requested, provide the Congregation of the Sisters of St. Joseph in Canada Archives an opportunity to review any part of a manuscript containing the results of the research conducted using this personal information prior to publication.
7. The researcher agrees to supply one copy of any publication including a thesis or dissertation resulting from this research free of charge to the Archives.

8. The researcher should use this citation in acknowledging the Archives:
Congregation of the Sisters of St. Joseph in Canada Archives.
9. The researcher agrees to indemnify and hold harmless the Congregation of the Sisters of St. Joseph in Canada and its officers, agents, and employees from and against all claims and actions or loss or damage to them, including attorney's fees, arising out of the researcher's use of archival materials.

On-site Regulations for Archives Visits

Researchers will be requested to follow the rules during visits to the archives:

- Only pencils, not pens, may be used. No marking or erasure of materials is allowed.
- Post-it or other sticky type notes may not be used, and pages must not be folded or dog-eared.
- Items must be kept in their existing order within folders. Folders must be kept in their existing order within a box. The researcher should handle only one archival record at a time, and only one file at a time, not removing items from folders.
- The researcher must not write on anything that has items below it, such as a folder containing papers, or trace anything.
- Cotton or nitrile gloves must be worn when handling photographs or artifacts.
- Food and drink including chewing gum and candy are prohibited in the archives.
- Researchers must leave personal belongings such as coats, briefcases, backpacks, folders, and oversize purses in a closet outside the Archives.
- Researchers should wash and dry hands before handling archival materials and avoid applying hand lotion before working with archival materials.

Researchers will be held responsible for any damage to archival materials. Researchers who do not exercise care in handling archival materials will not be permitted to return to the Archives.

Please return this form, along with the *Request for Reproduction* form and the required fee, payable by cheque or money order to "Congregation of the Sisters of St. Joseph in Canada." The address is:

Congregational Archivist
Congregation of the Sisters of St. Joseph in Canada Archives
Box 487, 485 Windermere Road
London, Ontario N6A 4X3