



Archives Reading Room Registration Form

Name _____

Address _____

Phone _____

Email _____

Description of Research Project

I have read and agree to abide by the rules of the Archdiocese of Cincinnati Archives.

Signature

Date

(over)

Reading Room Policies & Procedures

Welcome to the Archdiocese of Cincinnati Archives. The archives' services are available to all archdiocesan administrative offices, pastors and parishes, and to qualified researchers doing scholarly research. In order to provide you with quality service and to ensure the preservation of the records, the following procedures have been established.

1. Upon your first visit, researchers must fill out a **Reading Room Registration Form**.
2. Records in the Archdiocese of Cincinnati Archives do not circulate and may be used only in the archives. Exceptions may apply for certain archdiocesan staff.
3. No food or drink is allowed in the reading room.
4. Personal items, such as coats, bags, purses and briefcases, are not allowed near the records. A place to store your personal items is provided.
5. Notebooks, laptop computers, tablets and cameras are allowed in the reading room. Photography taken by researchers may only be used for personal reference and research purposes.
6. Only pencils may be used when working in the reading room. Pens are not allowed.
7. Handle the records with care. Do not write on the materials or rearrange the papers or folders. Place markers are provided for you.
8. If you would like to photocopy records, please consult with the archivist. Large copy orders may not be completed on the day of your visit, but will be mailed as soon as they are completed.
9. Researchers must receive permission to publish from records in the archives by submitting a **Permissions to Publish Form**. When citing records from the archives, please use the following credit: **Courtesy of the Archdiocese of Cincinnati Archives**.
10. The archives utilizes security cameras throughout the facility to enhance the protection of our resources. The cameras are monitored by archdiocesan staff, and the footage is archived.