Marist Missionary Sisters Archives 349 Grove Street, Waltham, Massachusetts

Policies and Procedures for Visitors and Researchers

- Appointments to visit and research these collections must be made either via email request to <u>maristsistersarchives@gmail.com</u>, or phone (781) 893-0149.
- The collections and stacks are non-circulating and closed to visitors and researchers. All
 requests to view collected materials must be submitted by completing a retrieval slip during
 your appointment. All materials can only be viewed on site and in the designated reading
 area.
- No food or drink is permitted in the designated reading area. All personal belongings, except those necessary for research (e.g., single sheets of paper, pencils, laptops, cellphones, smart tablets) should be stowed in a secure space away from the reading area. No pens or highlighters allowed near collected materials.

Duplication

All photocopying and scanning requests are completed by archives' staff only, and with a written request. The Marist Missionary Sisters Archives reserves the right to refuse photocopy requests if materials are fragile and may be damaged by the photocopying or scanning process. Providing reproductions does not constitute permission to publish or reproduce images in print or electronic form. Please note that the archives does not reproduce entire books or manuscript boxes.

Permission to Publish or Broadcast

Formal written permission is required from the Marist Missionary Sisters archives prior to publishing or rebroadcasting any item or work, in whole or in part, held in this repository. To be processed, all permissions requests for published materials must include the title of the item from which the selected passages were selected, the call number of the item or collection, and the page number. For manuscript or archival materials, copyright permissions requests must include the name of the collection, the collection call number, and a description of the item. Please note that this archives cannot grant permissions requests for printed works that are still under copyright protection; for such items, the requestor must contact the publisher. Similarly, we cannot grant permissions requests for archival or manuscript collections for which we do not hold copyright.