

Mount Saint Mary College Archives
Curtin Memorial Library
Mount Saint Mary College
330 Powell Avenue
Newburgh, NY, 12550
Phone: (845) 569-3241
Fax: (845) 561-0999
Email: petruzze@msmc.edu

Research Agreement

All researchers using the resources of the Mount Saint Mary College archives must complete this form. The information you provide will help the staff to assist you in your research, to compile statistics, and to ensure the security of the collections. Please type or print using black or blue ink. Read the Research Agreement Rules, sign and date the form, and present it along with a photo id to a staff member.

Date _____ **Name** _____

Address _____ **City/State** _____

Phone _____ **Fax** _____

Email Address _____

Institutional Affiliation (if any) _____

Academic Status (if any) Undergraduate Graduate Faculty Staff

Subject of Research _____

Purpose of Research _____

Publication Plans _____

Research Agreement Rules

- ✓ No food or beverages are allowed in the archives.
- ✓ No pens are allowed. Complementary pencils are available in the archives.
- ✓ No bags, purses, laptop cases, backpacks, or briefcases are allowed in the archives.
- ✓ Archive materials can be used only in the archives. Do not take them from the archives.
- ✓ Return all items to the Archivist.
- ✓ Keep all documents or other materials flat on the table.
- ✓ Folders and other documents must be kept in their original filing order. Do not file misfiled items.
- ✓ Personal scanners, copiers, and cameras cannot be used in the archives unless approved by the Archivist
- ✓ Limited copying may be done for the researcher and should be only for reference and research purposes. The Archivist reserves the right to refuse copying if it violates copyright or other restrictions.
- ✓ Do not remove any staples or metal fasteners from the documents.
- ✓ Permission to publish (print or digital) must be requested in writing and approved.
- ✓ Manuscripts, sound recordings, photographs and moving image materials are protected under copyright law.
- ✓ A staff member may examine any items you bring in or out of the archives.

I have read, understood, and by my signature below, agree to comply with these rules in order to use the materials at the Mount Saint Mary College Archives.

Signature _____ **Date** _____