

## APPENDIX H

### DIOCESE OF OLYMPIA APPLICATION FOR USE OF THE ARCHIVES

Permission to use archival material will be granted to qualified researchers upon completion of this application form and agreement to abide by the following rules governing the use of the Diocese of Olympia Archives. Such permission is granted subject to whatever restrictions may have been placed on the materials by the donor or the Diocese of Olympia. Once permission has been granted, access to the Archives will be arranged by appointment with the Archivist.

**PROTECTION OF THE MATERIAL:** A researcher is responsible for safeguarding materials made available to him/her by the Archives. Materials may not be removed from the Archives. Original order of the materials must be maintained. The use of any kind of pen is prohibited. Papers may not be written on, folded or handled in any way that may cause damage. Cotton gloves will be worn while handling photographs. Eating, drinking and smoking are prohibited in the Archives.

**PERMISSION TO PUBLISH:** Permission to examine materials is not an authorization to publish them. Separate written application for permission to publish must be made to the Diocese of Olympia Archives. Researchers who plan eventual publication of their work should make inquiry concerning overall restrictions before beginning their research. In granting permission to publish, the Diocese of Olympia is not granting exclusive rights to the publication of the materials. One copy of all publications in which the Archives is cited as the source of material in the publication should be presented to the Archives upon publication. The diocese of Olympia, its officers, employees and agents, does not assume any responsibility for the infringement of copyright or for any other liability incurred by the user of materials in the Diocese of Olympia archives.

**NOTE:** There are unpublished materials in the Archives for which the Diocese of Olympia does not own the copyright.

**PHOTODUPLICATION:** The Archives will consider requests for photoduplication of material when such duplication does not violate copyright restrictions. Single copies will be provided for the researcher's personal reference use. Researchers will be responsible for any expense incurred. Photocopies and other reproductions remain the property of the Diocese of Olympia Archives and the researcher may be required to return them. Permission is not granted to reproduce copies or to place these records on file in other repositories. Supplying a photocopy is not a authorization to publish. *See also:* Photography Copying Agreement.

**EXCLUSIVE RIGHTS:** Exclusive rights to examine or publish will not be granted.

**APPENDIX H (CONT.)**

**APPLICATION FOR USE OF THE ARCHIVES**

**FULL NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_ (PLEASE PRINT)

\_\_\_\_\_  
**LOCAL ADDRESS** \_\_\_\_\_ **LOCAL PHONE** \_\_\_\_\_  
(IF DIFFERENT FROM ABOVE)

\_\_\_\_\_  
**LENGTH OF TIME AT LOCAL ADDRESS** \_\_\_\_\_

**OCCUPATION** \_\_\_\_\_

**WORK/SCHOOL ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**DESCRIPTION OF PROPOSED RESEARCH** \_\_\_\_\_

\_\_\_\_\_  
**ANTICIPATED FINAL RESULT FROM YOUR RESEARCH** \_\_\_\_\_

\_\_\_\_\_  
**I AGREE TO ABIDE BY THE RULES SET FORTH IN THE ABOVE DOCUMENT. In consideration of my being granted permission to use the material in the Diocese of Olympia Archives, I agree to hold harmless the Diocese of Olympia, Inc., its officers, employees and agents from and against all claims and actions arising out of my use of the Archives. I also warrant that I have read the rules governing the use of the Archives' materials.**

\_\_\_\_\_  
**SIGNATURE OF RESEARCHER**

**DATE**

Accepted by:

\_\_\_\_\_  
**SIGNATURE OF ARCHIVIST**

**DATE**