

Dominican Sisters of Hope Archives

ACCESS, USE AND DUPLICATION

DSOH welcomes study of its collections by qualified individuals for research and other generally beneficial purposes, considering the following conditions:

1. The archivist shall receive a request to study a collection with enough notice to the time the collection is to be studied.
2. The request shall outline the goals and methods of research and include the credentials of the researcher(s).
3. The collection specialist shall determine whether access to the collections shall be granted and inform the researcher(s).
4. The appointment to study the collection shall be made by completing a research visit form.
5. Copying and photography costs are available on the reproduction fee list.
6. Permission granted by the Archives is for one time use only. Reuse is not permitted without authorization by the DSH Archives.
7. The researcher(s) is requested to give the archives copies of the papers or publications which result from the study of the collection.
8. The researcher(s) may be requested to reimburse the archives for staff time spent on their project.
9. The archivist may waive any of the above conditions if it is in the best interest of DSOH to do so.

I. PHYSICAL ACCESS, USE, AND DUPLICATION

Direct access to the stacks is limited to the Prioress, her designees, and Archives staff. Internal researchers (members of the Congregation and authorized administrative staff of the DSOH) may examine archival materials, by appointment. Appointments are available from 10:00am -3:00pm. (Appointments are not necessary for members of the Leadership Team and their Executive Secretary.)

External researchers who wish to use the Archives on-site must submit a completed Research visit and access form and agree, in advance. The Archives reserve the right to deny requests by external researchers for duplication services and on-site use.

The following rules apply to all internal and external, on-site researchers:

- Access to restricted archival collections or restricted portions of collections is limited to Archives staff, the Prioress or her designees, and the creators of those collections.
- No archival materials may be borrowed or removed from the premises.
- Only Archives staff may make facsimiles of archival materials (photographs, photocopies, scans, CDs, DVDs, or other digital or analog replicas).

**Dominican Sisters of Hope Archives
Collection Policy**

- The Archives reserve the right to refuse to duplicate materials for internal or external researchers, excepting the Prioress and her designees.
- Researchers must abide by all “Reading Room Rules” of the DSOH Archives.

I. RESEARCH AND DUPLICATION SERVICES FOR REMOTE INQUIRERS

Our entire processed archival collection can be found on ArchiveSpace content management system. Researchers are encouraged digital finding aids to search for materials related to their request.

Archives staff will provide up to 1 hour’ research for remote, external inquirers.

Each remote inquirer will be required, in advance, to submit a completed reproduction form, and agree to pay the Archives’ fees.

Research findings will only be provided from unrestricted collections.

The requested archival material will be scanned by the Archivist and access copies will be shared with the researcher by email, or Dropbox.

The archives will not scan, send entire books or manuscripts.

Some audiovisual media, large-scale items, and artifacts may not be accessible through virtual access.

Duplication and mailing fees can be found on the reproduction fee list.

Permission granted by the Archives is for one time use only. Reuse is not permitted without authorization by the DSH Archives.

The Archives reserve the right to refuse to provide research and/or duplication services to remote external inquirers.

II. DIGITAL FORMATS

Digital reproductions may be provided in JPEG, PDF, TIFF, or MOV format and delivered through email, or Dropbox.

Scanning from images and documents are done at 600dpi.

III. RIGHTS AND CREDITS

Reproduction of materials is available, within the provisions of the Creative Commons Attribution NonCommercial-NoDerivs CC BY-NC-ND.

Material must be credited to the Dominican Sisters of Hope Archive, as follows: Creator, Title, Date
Dominican Sisters of Hope Archive

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IV. FEES

Source Document

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|---|--|
| <ul style="list-style-type: none">• Photographs, slides, negatives, or transparencies
• Unbound documents (non-photographic)
• Copy of existing file
• Audio - Visual Material | <ul style="list-style-type: none">• \$20 per item
• \$20.00 minimum charge for up to 25 pages then \$1 for each additional page up to a total of 75 pages
• \$15
• \$50 per title |
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V. METHOD OF PAYMENT

Invoices will be sent from the DSH Finance department with instructions on payment.