



DOMINICAN SISTERS OF HOPE ARCHIVES
299 N Highland Ave
Ossining, NY 10562

RESEARCHER VISIT/ ARCHIVAL MATERIALS ACCESS

The rules for use of archival and special collections materials at the DSH Archives have been established to provide the fullest possible access to collections while maintaining appropriate preservation standards. Failure to comply with these rules will result in denial of access to the collections. Staff will be glad to assist you if you have any questions or concerns.

Access to collections

- Archives are open by appointment only.
- Current photo identification must be presented in order to use the archives.
- Researchers must sign in upon arrival.

Using the collections

- Archival materials are to be used only within the Reading Room.
- Pencils, computers, or audio recording devices may be used for taking notes. Pens are not permitted.
- Do not fold, write on, or otherwise damage the material. Please turn pages carefully.
- The exact order and arrangement of the materials in the collections must be maintained.

Reproduction, citation, and copyright

- Reproduction of materials is available, within the provisions of the Creative Commons Attribution NonCommercial-NoDerivs CC BY-NC-ND. Please see reproduction fee list.
- The Archives reserves the right to refuse duplication of materials if it may damage the originals.
- Researchers may use their own cameras to photograph items.
- Researchers must cite all material they use from the Dominican Sisters of Hope. When citing materials from the archives, please include the following information: Creator, Title, Date Dominican Sister of Hope
- The Dominican Sisters of Hope Archive does not claim to control the copyright for all materials in its collections. The publishing party assumes all responsibility for clearing reproduction rights and for any infringement of the U.S. copyright law. It is the responsibility of the researcher to obtain permission
- When using materials from the library's collections researchers must be respectful of other people's privacy concerns or rights of publicity.

Please submit this form at least one week from the preferred research appointment. Fill out this form online or email the completed form to ccox@ophope.org

1. Name (please print): _____
2. Institution or Affiliation: _____
3. Telephone: _____ Email: _____
4. Research Topic/Interests: _____
5. Intended use of materials: _____

6. Preferred appointment date: _____ Additional dates available: _____

7. Deadline for materials: _____

8. Request for material relating to:

I have read the Rules and Regulations Regarding the Use of Archival Materials and agree to abide by these rules, regulations and other policies and procedures regarding access and use of archival materials.

9. Signature: _____ Date: _____

RESEARCHERS ARE ENCOURAGED TO DONATE A COPY OF THEIR FINAL PRODUCT TO THE ARCHIVES

FOR STAFF USE ONLY

10. Permission Granted Denied Reason for Denial: _____

11. Archives Staff: _____ Date: _____