



## QUOTATION, PUBLICATION, DUPLICATION AND MEDIA

### Quotation and Publication

The purpose of this policy is to ensure the uniform citation of materials found in the collections of the Archdiocesan Archives. The granting of permission to quote may not be used or construed as censorship of published works by researchers using the collections of the Archdiocesan Archives. Published works include both electronic and print formats.

1. It is the researcher's responsibility to request permission in writing, from the Archives staff, to publish quotations of text, entire documents, photographs, or other items from the Archives, and to cite them accurately.
2. Citations identify the item, its date, its collection name, its location number, and repository. The repository line must read "Archives of the Catholic Archdiocese of Seattle."
3. Quotations of less than one paragraph to be embodied in the text of a published work require only general permission from the Archives staff. Quotations of larger than one paragraph require an exact copy of the quotation, along with the exact citation as it will appear in the footnote to be sent to the Archives staff prior to publication. The Archivist reserves the right to change citations for purposes of standardization.
4. If access has been granted for use of a restricted collection from recent years (e.g. unprocessed records), the researcher may be required to sign a form stating that names or other identifying information of individuals represented or named in the collection will not be revealed.
5. For use of materials other than citation, an appropriate credit line must be given in all cases of publication, exhibition, presentation, or any other display or reproductions from the collections of the Archdiocesan Archives. The credit line must read: "Courtesy of the Archives of the Catholic Archdiocese of Seattle." See Publication Use Form.
6. As unpublished material in the Archives belongs to the Archdiocese of Seattle, two copies of the finished publication using reproductions are to be donated to the Archives. This includes books, articles, brochures, advertising materials, periodical issues, exhibition catalogs, videotape productions, etc.
7. The Archdiocese reserves the right to withhold authorization for publication an entire collection of writings or photographs, or other items from its Archives.

## Duplication

The purpose of this policy is to insure appropriate duplication of materials found in the collections of the Archdiocesan Archives, and to prevent harmful or inappropriate duplication of archival materials by third parties.

1. The Archives staff reserves the right to refuse reduplication at any time.
2. Copies of items are furnished as a convenience for researchers as a substitute for note taking. Provision of copies does not constitute permission to quote or publish them.
3. Copies of items in the Archives may be requested by researchers. They are provided if the condition of the originals allows copying to be done without damage and if no violation of personal privacy of living persons would occur.
4. Copies are made at the researcher's expense at stated rates. They are made as expeditiously as possible, but as available staffing allows.
5. The Archives reserves the right to specify the mode of reproduction (photocopy, microfilm, photographic, scanning, or sound) especially in the case of fragile records.
6. Additional costs may be added for fragile materials which require repair before copying or for special packing and shipping costs.
7. If a photographic process is used, the negative is paid for and retained by the Archives. The researcher pays for the cost of the copy print requested.
8. The purchase of photograph reprints does not imply transfer of ownership to the individual nor does the Archives surrender its right to publish the material or to grant permission to others to do so.
9. The Archives staff arranges for photograph reprints to be made.
10. Negatives are not subject to loan and cannot be purchased.
11. Individuals are not permitted to personally photograph any photograph or image in the Archives for private study, use or publication. This may be permitted only for special projects. A letter detailing the project request must be sent to the Archives for approval. A copy photograph of each photograph or image is to be given to the Archives. This is to insure clear identification of all images outside of the Archives for which negatives exist. See Quotation and Publication Policy for further information.
12. Special permission and advance arrangements are required to bring cameras, tape recorders, and other recording devices into the Archives.
13. Scanning and digitizing of photographs or textual materials are arranged through the Archives staff. Researchers must provide the scanning specifications (e.g. file size, dimensions, resolution, file format, etc.) and storage media (e.g. Zip disks). Electronic mail may be used to transmit files depending on the

file size of the scanned image. The Archdiocese of Seattle retains ownership of the scanned images. See Quotation and Publication Policy.

14. The researcher assumes full responsibility for any infringement of copyright and for publications rights of reproduced materials. Reproductions may not be further duplicated for sale of or for subsequent use without specific agreement and the payment of any applicable fees.

## **Media**

The purpose of this policy is to insure the preservation and organization of the audio visual media collections of the Archives of the Archdiocese of Seattle. The following guidelines are to be followed when using any visual media collection. For purposes of this policy, visual media includes photographs, microfilm, microfiche, videotape, 16 or 35 mm film, etc.

1. Separate collections are maintained for photographs, slides, negatives, microfilm, videotape, film, etc.
2. Cotton gloves must be worn when handling materials from visual media collections.
3. Originals of any media may not be loaned. The negative will be used for copy prints.
3. If a copy of the original is required, the researcher pays for the cost of the copy print. The negative is paid for and retained by the Archdiocesan Archives.
4. If a photograph is used for publication, proper citations are to be made. See Quotation and Publication Policy for further information.
5. When archival materials are used in videotapes, duplicates are to be given to the Archdiocesan Archives.