



Archives of the Archdiocese of New York

201 Seminary Avenue, Yonkers, NY 10704 · 914-476-6333

Researcher Registration

Please Print

Name _____

Organization (if any) _____

Permanent _____

address _____

Email address _____

Telephone number _____

Research topic _____

Plans for publication? _____ Yes _____ No

If yes, please provide details _____

I have read and agree to comply with the policies and procedures of the Archives of the Archdiocese of New York provided on the following page.

Signature

Date



Archives of the Archdiocese of New York

201 Seminary Avenue, Yonkers, NY 10704 · 914-476-6333

Reference Room Policy

1. Researchers must bring only those materials needed for research to the document research area. All coats, bags, briefcases and other personal articles must be left in space provided. Archives staff reserves the right to inspect all research materials, briefcases, bags, and all other personal articles before a researcher leaves the research room.
2. Smoking, eating, and drinking are forbidden in the research room.
3. All notes must be taken in pencil, computer, or tape recorder. **NO INK IS PERMITTED.**
4. Use of cameras is only permitted by permission of the Archivist. Flash photography is never permitted.
5. Photocopies are available from Archives staff for a fee of \$0.10 per page. Digital scans can also be requested from Archives staff, to be placed on a user-proved zip drive or CD, for a fee of \$0.10 per page.
6. Archival material is fragile. Do not write upon, lean upon, mark or otherwise mishandle material. Any damage to material should be reported to staff immediately.
7. Please preserve the existing order of material. If any material is discovered to be out of order, please notify the staff. Do not rearrange material.