



**Researcher Registration**  
**Please Print**

Name \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Permanent \_\_\_\_\_

address \_\_\_\_\_

Email address \_\_\_\_\_

Telephone number \_\_\_\_\_

Research topic \_\_\_\_\_

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Plans for publication? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please provide details \_\_\_\_\_

\_\_\_\_\_

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I have read and agree to comply with the **Reference Room Policies** of the Archives of the Archdiocese of New York provided on the following page. I have read the **Release of Liability** in this document. I understand it is a release of all claims. I understand I assume all risk inherent in regard to the researcher work. I voluntarily sign my name evidencing my acceptance of the Release of Liability Provision.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Reference Room Policies

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. 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.
  6. 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.
  7. Citations for all items should take the following form: Identification of item, date (if known); Collection title, collection number; box number, folder number. Archives of the Archdiocese of New York, St. Joseph's Seminary, Dunwoodie.
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