



**Sisters of Mercy of the Americas
Mercy Heritage Center
720 Heritage Center Place
Belmont, North Carolina 28012**

Archives Research Application

Name _____ Date of Application _____

Address _____

Telephone _____ E-mail _____

Purpose of Research

() Dissertation _____

Proposed topic

() Publication _____

Proposed topic

() Research Paper _____

Proposed topic

() Inquiry _____

Subject

() Other _____

Please identify

The following to be completed by archivist:

Date(s) when research materials will be made available to researcher:

Records that may be helpful and available to the researcher:



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Regulations for use of Archival Materials

1. All archival materials must be used in the archives or the place designated by the archivist. No food or beverage may be brought into the research area. All backpacks, purses, brief cases and laptop cases must be left with the attendant before entering the research area.
2. Hands should be clean and free from any creams or lotions as the oils may cause damage to the materials.
3. Use only pencil when taking notes; no marks or erasures are to be made on the documents. Note paper or notebooks should not be placed on top of documents when writing as this sometimes leaves an impression on the document.
4. Use of laptop computers will be allowed at the discretion of the archivist.
5. Use only paper as bookmarkers, never objects such as paper clips or rubber bands. Never fold ('dog ear') the edge of the pages.
6. Photocopying is done by archivist and only if condition of materials will not be harmed. Please consult the archivist if you wish to make a tracing or rubbing of archival material.
7. Use of digital imaging devices including cameras and cell/smart phones, must be approved by the archivist.
8. The researcher should keep the documents in the order they are arranged. When finished with the material provided, please let the archivist know, and additional material will be brought to you if desired
9. ***Sisters of Mercy of the Americas, Mercy Heritage Center Belmont, North Carolina*** is to be credited on all documents and photographs used in publication or display (a reproduction fee may apply). A copy of the publication, thesis or dissertation will be sent to the Heritage Center.
10. The researcher must assume responsibility for following the copyright laws if permission is given by the archivist for the use of the material for publication.

I understand these regulations and agree to abide by them.

Researcher's signature

date

Thank you for your cooperation. Following these rules will help us to preserve our collection so that others may continue to benefit from its use.