

DIOCESAN ARCHIVES & HISTORICAL COMMISSION

OFFICE OF THE ARCHIVIST

EPISCOPAL DIOCESE OF PITTSBURGH

PAROCHIAL RECORD COLLECTIONS

An agreement between the *DIOCESAN ARCHIVES* of the Episcopal Diocese of Pittsburgh and the _____, to place on deposit in the Diocesan archives the collection of records to be described as: _____

_____ and noted as such in the registers and catalogues of the Archives. This agreement is subject to the following:

1. The collection shall be available to historians, genealogists, and other members of the research community, provided that all inquiries are attended by a signed statement of purpose. Permission to allow general access to the collection for research purposes shall be granted at the discretion of the Archivist.
2. The donor retains all literary rights to the publication of records in part or whole. Permission of the donor is required to print quotations and excerpts, or to produce duplicate copies of the collection beyond fair use.
3. The Diocesan Archives reserves the right to: 1) arrange the collection according to archival principles, and 2) remove and return to the donor that material without permanent administrative or historical value.
4. This agreement for temporary deposit does not abrogate the donor's legal title to the records. Termination of this agreement may follow only upon the receipt of a certified letter to that effect from the legally authorized representative of the parish, mission or congregation. It is agreed that no part of this collection shall be sold, traded or dispersed by the Archives or the Diocese of Pittsburgh without the express written consent of the donor. Future accessions shall be covered by this agreement unless otherwise noted.

Archivist – Episcopal Diocese of Pittsburgh

Donor of Collection

Date of Acceptance

Date