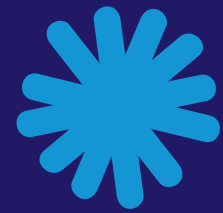


A blue-tinted photograph of a choir in a cathedral. The choir members are wearing white and black robes and are holding books, likely Bibles or missals, and appear to be in the middle of a service. The background shows the ornate architecture of the cathedral, including a statue of the Virgin Mary and Child Jesus on the altar. The text "Ecce ancilla Domini: fiat mihi secundum verbum tuum." is visible on the wall above the altar. A white text box is overlaid in the center of the image, containing the title of the presentation.

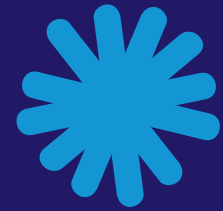
SELECTING AN ARCHIVAL REPOSITORY FOR RELIGIOUS COLLECTIONS

KATE FEIGHERY
ARCHDIOCESE OF NEW YORK

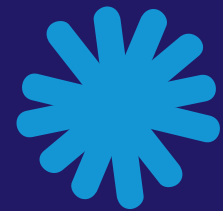
RELIGIOUS COLLECTIONS AT THE ADNY



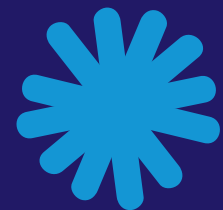
Sisters of the Divine Compassion



Sisters of Our Lady of the Christian Doctrine



Franciscan Sisters of Peace



**Sisters of the Blessed Sacrament and Our
Lady (Sacramentine Nuns)**



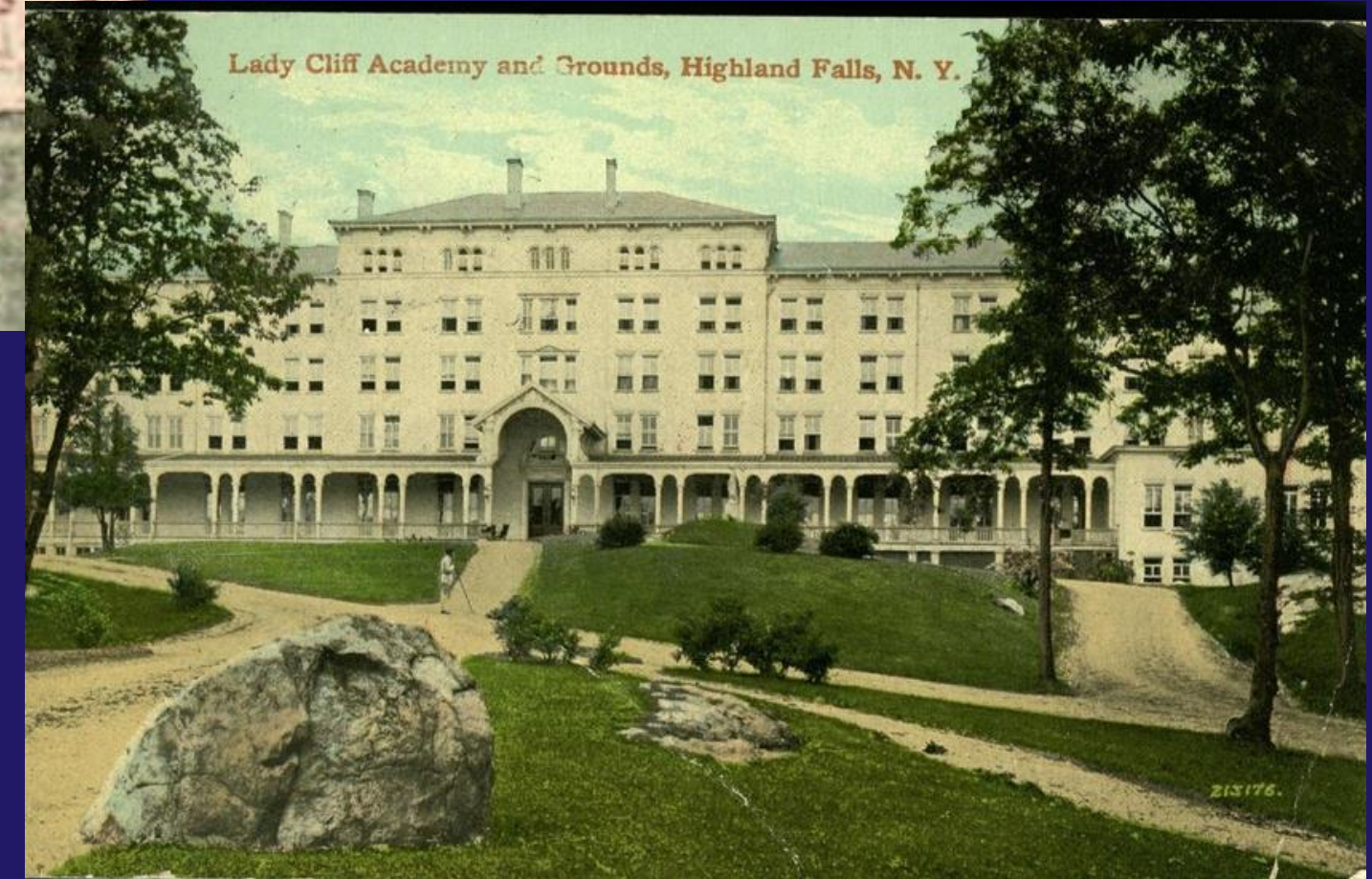
**Sisters of the
Divine Compassion**



Sun bathing in The Shadow of Brook



Sisters of Our Lady of the Christian Doctrine



Franciscan Sisters of Peace

Sisters of the Blessed Sacrament and Our Lady



THINGS TO CONSIDER BEFORE ACCEPTING A COLLECTION



Size

How much material is there?



Materials

Is the collection all paper-based?
What other items does it contain?



Organization

Has the collection been arranged?
Is it housed in the appropriate
archival storage?



Growth

Is the collection essentially
complete, or will it continue to
grow?

Deposit Agreement between the Archives of the Archdiocese of New York and

Subject to the terms and conditions hereinafter set forth, the _____, being the sole and absolute owner of the materials described in the attached schedule, agrees to place on deposit and the Archives of the Archdiocese of New York ("AANY") agrees to accept on deposit the archival records and related materials ("Records") described by the attached schedule as belonging to the _____.

Conditions of Deposit:

1. Ownership, title, and copyright of the Records resides with the _____, with a principal address at _____. This agreement is not meant to abrogate the ownership rights of the community to its Records. _____ hereby releases and relieves AANY, the Archdiocese of New York, and their trustees, officers, employees, and agents from any and all claims of whatever kind or character arising out of loss or other damage to the records during transit and following their delivery to AANY.
2. The _____ agree that the Records will be arranged and described according to archival standards and that a finding aid will be provided to describe the Records by AANY staff after to the Records' relocation to AANY.
3. AANY will provide a suitable repository for the Records and will house and maintain the same in good order according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers during normal business _____

T: 914-476-6333
www.archny.org
archives@archny.org

201 Seminary Avenue, Yonkers, NY 10704

hours.

4. All Records shall be identified in AANY Collection Lists. The Records will be made available to all qualified researchers on equal terms of access. Any restrictions on access requested by the _____ for reasons of privacy or confidentiality must be noted specifically below. AANY agrees to keep a record of use made of the Records and to provide that information upon request by _____.
5. With regard to the portion of the Records that bear a notice of copyright, the _____ and the AANY understand and agree that the _____ do not, by this agreement, transfer any copyright in such Records to the AANY, and that the copyright holder or holders retain(s) such copyright. The AANY as custodian of the Records may exercise or transfer to a third party the right of quotation or publication for scholarly publications or commercial publications of historical merit.
6. After **INSERT DATE**, ownership, custody and control of the Records shall transfer from _____ to the Archives of the Archdiocese of New York. Prior to that date, _____ or their successors and assignees, shall be entitled to reclaim possession, ownership & control of any of the Records, upon 60 days prior written notice to the AANY.
7. All provision of this Deposit Agreement relating to storage, cataloging, and access shall apply to any additional archival materials that the _____ may deposit in the future by agreement with the AANY.
8. AANY will not restrict access to the Records by officers or authorized agents of the _____ during normal business hours.
9. AANY agrees not to dispose of any Records or separate items without the prior written consent of the _____ or their authorized designee.
10. The _____ are responsible for arranging transfer of the Records to the AANY according to a mutually agreed to transmittal plan.
11. AANY will charge an annual fee \$____ for storage and administration of the Records. The cost of significant archival supplies and extra preservation needs and measures will be negotiated and agreed upon in advance and in writing, on an ad hoc basis, by

and between the _____ and AANY. This agreement also provides for a periodic review of the annual fee from time to time to adjust to current needs

12. The _____ wishes that the Records be identified to the public and in the records of the Archives as: _____.
13. This agreement shall bind the parties hereto and their respective successors and assigns from the date of signature. A notice of ninety days shall be required before termination of the agreement by either party.

Restrictions on use of (if any): _____

For the _____:

Name

Date

Signature

For the Archives of the Archdiocese of New York:

Name

Date

Signature

Schedule: List of Archival Records to be Transferred to AANY

WHY DO YOU NEED A DEPOSIT AGREEMENT?



The Move



Ownership & Copyright



Costs



Storage Fee

WHY DO YOU NEED A DEPOSIT AGREEMENT?



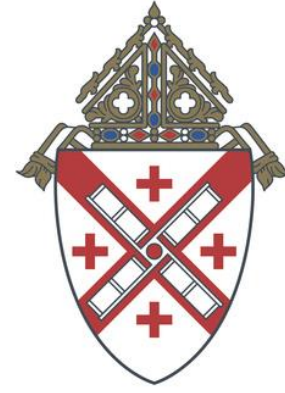
Restrictions



Disposition of Materials



Return of materials



ARCHDIOCESE OF NEW YORK

Kate Feighery

**Executive Director, Archives & Records Management
Archdiocese of New York**

kate.feighery@archny.org

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