

**Making Records Available  
Guidelines for Researchers**

**All researchers, Sisters, or other individuals are to read these guidelines.**

Permission to use the FSPA Archives is obtained from the Archivist, Congregational Secretary, or President. Each researcher must fill out a form stating the purpose of the research and the records to be consulted. (See Forms)

A time for doing the research is arranged between the researcher and the Archivist.

Certain materials are restricted by statute, office of origin, or by a request of the donor. The researcher may quote from those restricted documents only with the Congregational Secretary's or President's permission and with due reference to the source. That is:

**FSPA Archives**

**912 Market St.**

**La Crosse, WI 54601-4782**

**Document \_\_\_\_\_**

As a general rule, no letter, memorandum, or document written by a person still living may be quoted, paraphrased, or used in any way without the author's consent. The researcher must assume full responsibility for conforming to the laws of libel and literary property rights, which may involve using manuscripts and other archival materials.

No one may enter the repository except authorized persons. Ordinarily, the archivist brings the requested material to the research room. Records are to be handled with care; they are not to be traced over or marked. No carbon, ink, or ballpoint pens are permitted in the research room. Pencils are provided.

If permission is given for reproduction, the Archivist does the process at an established cost per sheet or page. The reproduction may not be further reproduced or transferred elsewhere without prior permission in writing from the Archivist or Congregational Secretary. Permission to Reproduce does not constitute permission to publish it.

If permission is given for the use of material for publication, a copy of the publication is presented to the FSPA Archives. A thesis or dissertation is considered a publication. No book, document, manuscript, or item may be removed from the Archives.