



## St. Thomas High School Archives

4500 Memorial Drive • Houston, Texas 77007 • 713-864-6348, ext. 163

### Policies

#### Research

The STHS Archives welcomes researchers. We do ask that researchers first contact the Archives by phone or email to make an appointment and explain the purpose of the visit so materials can be pulled prior to the researcher's arrival. Appointments are required for outside researchers.

##### Research Rules:

1. In an effort to protect our unique (and often irreplaceable) collections, no food or drink is allowed in the Archives.
2. Only pencils may be used during research.
3. All archival materials must be handled carefully and kept in original order. Do not lean on archival materials.
4. Gloves must be worn when handling photographs.

#### Restricted Materials

Selected materials containing sensitive information regarding minors or legal matters are held under restricted access. Original fragile materials may also not be viewed, but a photocopy will most often be provided for reference purposes. Decisions regarding access are to be made by the Archivist.

#### Photocopying

The Archivist may photocopy materials as requested by a researcher at a cost of 20¢ per page, although they reserve the right to refuse reproduction of any materials. Photographs can be photocopied but not duplicated.

\*Please note: Requests may not be filled on the day they are placed due to prior time commitments.\*

#### Cameras

Cameras are permitted in the STHS Archives, though the desired materials must be approved by the Archivist prior to any photographing.

#### Lending

*All lending requests will be considered on an individual basis by the Archivist.*

Archival materials traditionally do not circulate; however, STHS is a learning institution and the Archives supports teaching endeavors.

#### Credit

When publishing any materials found in the STHS Archives, please use the following credit line: "[Item] courtesy of the St. Thomas High School Archives".

#### Donations

*Archival Materials.* If you would like to make a donation to the STHS Archives, please contact the Archivist to arrange an appointment; in the meantime, please review the Deed of Gift.

If you plan to drop materials off at the school, please print the Deed of Gift and included with your drop-off.

*Monetary.* If you would like to make a monetary donation to support the Archives' mission of preserving STHS history, please contact the Archivist to make arrangements.

*Thank you for your cooperation and support of the STHS Archives!*