



## ARCHDIOCESE OF HARTFORD ARCHIVES

### Services of the Archdiocesan Archives: Historians and Other Researchers

#### **Historians and Other Researchers:**

To ensure a documentary heritage of the Archdiocese of Hartford is perpetuated and a basis for scholarly research is encouraged, internal and external researchers are permitted limited access and use of the processed collections maintained by the Archives when and if time permits. Access to the Archives is by appointment only. Access and use of collection material is governed by Canon Law and Archdiocesan policies and procedures. Professional Archives standards and “best practices” will be observed.

**THE ARCHIVES IS CURRENTLY CLOSED TO ALL OUTSIDE RESEARCH REQUESTS AND APPOINTMENTS.**

Access to the Archives is by appointment only. Appointments are at the discretion of the Archivist.  
**APPOINTMENTS ARE CURRENTLY UNAVAILABLE.**

All requests must be in writing. Please complete and mail a Research Request Form (link found on website) to the Archdiocesan Archives. A fee may apply. **FORM IS CURRENTLY UNAVAILABLE.**

Requests will be answered when and if time permits. If research requires a visit to the Archives, the Archivist will contact you to schedule an appointment.

The Archives staff will facilitate research assistance; it is not the function of the Archives staff to engage extensive research for patrons. If you are unable to visit the Archives to do research, consider having a friend or family member visit on your behalf or hiring a professional researcher.

If research is intended for publication, please consult with the Archivist prior to your appointment. A Permission to Publish Form must be completed and approved by the Chancellor and Archivist.

When visiting the Archives, you will be asked to complete a Registration Form and will need to provide current valid photo ID before access will be granted. You will also be provided with a copy of the Reading Room Rules, which are also posted in the Reading Room. Failure to comply with any or all of the rules may result in suspension or termination of privileges to access and use the Archives and its collections.

General inquires may be made by calling or mailing the Archives.