



## Request for Access to Archives

*Due to limited resources, we are unfortunately unable to answer all of the requests that we receive. Our current priorities include internal requests from the Congregation (including family and relatives of our members), requests from ecclesial and institutional partners, requests that foster reconciliation with Indigenous groups, as well as requests concerning university projects. Please note that we reserve the right to refuse any request, incomplete or otherwise, even requests that align with our priorities.*

### A. Identification

Name (Last, First):

Title & Affiliation:

Mailing Address:

Phone Number:

Email:

### B. Purpose of Research

- Personal Research
- University Research:  Undergraduate  Masters  Doctorate
- Professional Research
- Publishing and/or Broadcasting (Publication, Exposition, Film, etc.) **Please complete Section D**

### C. Research Topic

(Describe the type of information that you are seeking and the purpose of your research. Please indicate clearly the time period of interest, names of places, persons and Indigenous groups, if applicable.)

**D. Publishing and/or Broadcasting of Archival Material**

Project Title

Author

Description

Broadcaster/Publisher/Collection

Date of Publication and/or Broadcasting

Contact Information of the Person to whom the licence must be issued

Additional Details regarding the Person to whom the licence must be issued

**Terms and Conditions**

- a. All requests must be submitted by completing this form.
- b. The research is free if it requires less than two hours of staff time. For research requiring two hours or more, fees may apply.
- c. Your request will be processed within 10 working days, in the order that it was received.

- d. All references and photos obtained from Archives Deschâtelets-NDC must be used exclusively for the research purposes provided and, consequently, may not be published and/or reproduced without prior authorization from Archives Deschâtelets-NDC.
- e. When referencing a document, please use the following citation model:  

Archives Deschâtelets-NDC [collection name], [document title], [date(s)]. [classification number].
- f. Our opening hours are from Monday to Friday, 9 a.m. to noon and 1 to 4 p.m., by appointment only.
- g. Fees may apply for scanned copies, photocopies and/or copyright royalties.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit your request to the attention of:

Ms Caroline Brunet, archivist  
Archives Deschâtelets-NDC

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