

## **Procedural Guidelines for the Santa Bárbara Mission Archive-Library**

### **General Access and Guidelines**

All researchers must be a Registered Researcher, or a member of the Friends of the Archive-Library. Your membership will help us continue to provide access to this unique collection of historical material and to continue our conservation efforts.

- [Click Here](#) to become a Registered Researcher
- [Click Here](#) to become a Friend of the Archive-Library

Researchers must have read this entire document and agree to abide by all guidelines and procedures outlined herein. Access to resources is facilitated at the discretion of the staff and may be revoked by the Director, who has the right to refuse research privileges to anyone at any time. Any questions about anything contained in this document should be discussed with SBMAL staff prior to accessing the archive-library. Please email [Research@SBMAL.org](mailto:Research@SBMAL.org) and allow up to 3 business days for a reply.

### **Research Protocol and Procedures to access SBMAL Collections**

1. Briefcases, handbags, or similar items are not allowed in the Library Reading Room.
2. Only pencils are allowed in the Reading Room (no pens or wet media.)
3. Laptops, tablets, and phones are permitted in the Reading Room.
4. No food or drink is allowed in the library. (Water bottles with lids are okay, but must be kept away from materials.)
5. Use care in handling all research materials, especially those in fragile condition. Staff will instruct on the best way in which to handle requested materials.
6. Do not place anything on top of a research item.
7. We ask that you please wash your hands with soap and water upon arrival. Clean hands are sufficient for handling most paper-based materials. Nitrile gloves are required for handling photographic materials and three-dimensional ephemera, and will be provided by staff as needed.
8. Discourteous or disruptive behavior is not permitted and may result in loss of access privileges.
9. On-site personal copying of materials by scanning devices, photography, camcorders, cell phone cameras, and similar instruments is only allowed at the discretion of SBMAL staff **for personal use only**. Any materials obtained in this manner are **not allowed to be published** unless SBMAL's *Application for Permission to Reproduce for Publication* form is completed and approved by staff.

10. Many materials are under copyright. Duplication and use of such items is subject to copyright protection. It is the researcher's responsibility to determine the current copyright holder and any clarification of rights specific to the material in question.
11. As an institution of Franciscan heritage, the Archive-Library adheres to the principles of Roman Catholic canon law. With regard to research, that means we are bound to adhere to the wishes of the donors of materials when they are known and to otherwise exercise all prudent care to preserve historical materials.
12. Requests for items to be scanned for a fee can be submitted to SBMAL staff. Requests are usually filled within a week, but occasionally may take longer depending on demand.
13. Costs for photographs and digital scans are available from the staff, on our website, and in this procedural guidebook. Duplication requests of more than 10 pages will be subject to a service fee. *Please consult the staff for the current fee schedule and any minimum charges.*
14. SBMAL staff does not provide genealogical research or translation assistance.
15. Extensive photo searches or consultations with the staff are subject to a research fee. *Please consult the staff for the current fee schedule and any minimum charges.*
16. If your research in SBMAL leads to an academic degree or publication wherein you cite any SBMAL holdings, please provide us a copy of the thesis, dissertation, or publication.
17. Permission to photograph or film on-site at SBMAL for publication must be scheduled in advanced and approved by the Executive Director. Please direct those inquires to [Collections@SBMAL.org](mailto:Collections@SBMAL.org). Permission to photograph or film on other Mission Santa Barbara property must be arranged with Old Mission Santa Barbara staff; please submit your request directly with them, [here](#).

*Note: The SBMAL and Old Mission Santa Barbara are separate, independent nonprofit organizations. We are located on the same property, but our policies and procedures are different from one another. Permission granted from one organization does not automatically grant permission at the other.*

## Reproduction Services for SBMAL Collection Materials

The Santa Bárbara Mission Archive-Library fees for the reproduction of their collections are as follows. Please allow at least 10 business days for all requests to be fulfilled, otherwise a rush fee may be incurred. *For more information about use fees or if you have any questions, please email [collections@sbmal.org](mailto:collections@sbmal.org) or call 805 682-4713 ext. 131.*

### Standard Fee Schedule

- |   |      |
|---|------|
| • Digital Scan, First image (high quality)  | \$25 |
| • Each additional image for same request    | \$20 |
| • Use fee, academic & non-profit, per image | \$15 |

Reference copies (for personal research only) are available as PDFs of collections materials at \$0.75/page for Friends of SBMAL and Registered Researchers. Non-Friends and those with single requests are subject to \$1.00/page.

### Remote Research Assistance

Researchers who wish to access the materials in SBMAL's collection virtually should fill out [this form](#) and a member of SBMAL staff will get back to you as soon as possible. Staff will assess a service fee to the researcher for staff time and resources.

- Friends of SBMAL: 1<sup>st</sup> hour free, and \$40 per hour afterwards at half-hour increments.  
Others: \$50 per hour – minimum one hour, then increments of an hour after that.

### Additional Fee Details

- All rates are for one-time use only.
- Fees for films, television, or advertisements use will be double the rates above.
- Commercial usage is subject to additional approval, at quadruple the rates above.
- Prices do not include sales tax.
- Research fees will be in addition to any/all incurred fees for copies, scans, shipping, etc.
- Folks who are members of Native American communities may have these fees waived upon request.

**Providing these reproductions does not imply permission to publish the items.** Requests for reproduction for publication must be filed separately using the form below titled *Application for Permission to Reproduce Materials for Publication*. Approved publication requests are subject to the conditions outlined on the next few pages.

## **Policies & Conditions Under Which SBMAL Grants Permission to Reproduce Collection Materials**

All requests for the reproduction of documents, manuscripts, books, photographs, artworks, and other materials for publication and use are subject to the following policies and guidelines:

1. Researchers must fill out and sign *SBMAL's Application for Permission to Reproduce for Publication*.  
**Requests have not been approved until the application has been signed by both the applicant and SBMAL staff.**
2. Reproduction is permitted only of material supplied by use of the originals housed at Santa Bárbara Mission Archive-Library. Many of our materials are copies and reproductions from other repositories. Due to this, SBMAL cannot grant permission for publication for those of which we do not possess the originals.
3. The SBMAL will not provide copyright approval with requests. It is up to the requestor to determine appropriate copyright considerations.
4. We reserve the right to deny requests because of fragility, poor imagery, the size of item, legal or ethical concerns, or other circumstantial problems related to a specific document or collection.
5. Permission is granted for one time usage, in one publication, and one edition only with a signed application. Usage for revised or new edition(s) will be considered after another application.
6. Any permission hereby granted terminates immediately upon publication.
7. No reproductions obtained by permission of the SBMAL may be copied or resold, nor deposited in a library or collection (other than the applicant's personal files) without first obtaining specific authorization from the SBMAL.
8. Immediately after publication, one copy of the publication shall be sent to SBMAL free of charge, including any digital films/videos.
9. We are able to provide files in JPEG, TIFF, or PDF format. Please specify your preferred format in your request. Our default resolution is 300dpi; to request a higher resolution, please consult with SBMAL staff.
10. Items will not be loaned to individuals for copying.
11. If used in an exhibit or for publicity purposes related to that exhibit, or for a website, permission is granted for one time use for the duration of the exhibit as outlined in the application and agreed to by the Santa Bárbara Mission Archive-Library, or, if for a website, to the agreed to terms.
12. Documentation and ownership credit guidelines may vary depending on the provenance of the requested materials or the medium of the publication. The following guidelines are meant to

provide general instruction. If you have any questions regarding full credit information or proper formatting, please consult with SBMAL staff at [Collections@sbmal.org](mailto:Collections@sbmal.org).

- a. Full documentation and ownership credit, as specified by the SBMAL, must appear either directly under the reproduction, on the page facing, on the reverse, or in the illustration credit section, or in the acknowledgements and/or credits where appropriate. Full documentation consists of the creator's name, title of the work, date, as well as "Collection of the Santa Bárbara Mission Archive-Library." In addition to SBMAL, the credit line must include the donor's name when indicated. *All credit lines are subject to SBMAL approval.*
  - b. In the case of books with reproductions bound within the text: if the SBMAL's reproductions would be the only ones in this publication giving this full information in one of the above stated locations, then you may list only the creator's name, title of the work, and the date of creation or publication throughout the remainder of the work; Complete documentation must appear elsewhere within the book, such as in an index or list of illustrations.
  - c. In the case of films, videos, CDs, DVDs, or filmstrips: if it is not stated on the adjacent frame, this information must appear in the accompanying manual or at the end credits.
13. If an object is not entirely reproduced, e.g., if it is cropped in any way, the caption must include the word "detail."
14. Works of art are not to be reproduced with "bleeding," alteration, or overprinting of any kind.
15. A use fee will be billed on the order invoice. Fees are dependent on the size and type of materials requested, the purpose of the publication, commercial vs. non-commercial use, and the resources necessary to produce a reproduction. Please consult with SBMAL staff to receive the most accurate estimate for your project at [Collections@sbmal.org](mailto:Collections@sbmal.org) and utilize an up-to-date fee schedule.

**Application for Permission to Reproduce Materials for Publication**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Permission is hereby requested to publish the following from the collections of the Santa Bárbara Mission Archive-Library:

\_\_\_\_\_  
\_\_\_\_\_

**For publication in:**

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Publication date \_\_\_\_\_

**Or, for use in (please describe):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Application is for:**     North American         World Rights

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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*To be completed by SBMAL: **Permission is granted for one-time, non-exclusive use only.** Permission to publish does not constitute a copyright clearance. Copyright or other restrictions may apply to historical collections and it is the applicant's responsibility to obtain any other necessary permissions. The Santa Bárbara Mission-Archive Library is not responsible for the misuse of copyrighted material.*

**SBMAL staff signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application for Digital Scans for Research Purposes Only**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Digital scans of the following materials from the collections of the Santa Bárbara Mission Archive-Library are requested with the understanding that these reproductions are for personal research purposes only and are not meant for publication. Requests to use materials in publications must be submitted separately and a use fee will be assessed.

Requested materials

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant agrees to the conditions outlined in this Procedural Guidelines document.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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*To be completed by SBMAL:*

**SBMAL staff signature** \_\_\_\_\_ **Date** \_\_\_\_\_