

## **Mission and Purpose**

**The Mission and Purpose of the St. Louis Historical Society seeks to collect, preserve documents and materials of any form pertaining to St. Louis Church, Buffalo, NY. These documents reflect the development of the parish since it's foundation in 1829, the conduct of it's affairs as a corporation, the individual lives of its members and those priests who served at the parish. Accounts of functions, policies, decisions, procedures and other activities that provide information about the life of the parish shall be deposited in the Archives. These include not only the official minutes and documents of the Board of Trustees since it's incorporation in December 2<sup>nd</sup> 1838 but also the minutes and affairs of the Parish Council since it's inception in 1993.**

**The St. Louis Historical Society seeks to serve the staff and parishioners of St. Louis Church, genealogists, historians, students and researchers from the wider church and community. It does this by being a repository for material as described above by making such material available for study, and by creating displays and other educational tools in co-operation with the parish archivist and others.**

## Vision

**St. Louis Historical Society is an integral part of St. Louis Church, Buffalo, NY which is a faith community diverse in talents and ages, coming together to worship God in prayer and song, to live the gospel message of love and reconciliation, and to assist one another in God's call to be a people of justice in service to the world.**

## Policies

1. Items, documents and materials that pertain to St. Louis Church and the individual lives of its members and are deemed appropriate by the archivist will be accepted.
2. A letter of thanks for the donation and a description of the donation will be sent to the donor and a copy will be kept in the Archives for future reference.
3. Items, documents and materials donated, may be on display or may be appropriately stored at the discretion of the archivist.
4. If the archivist deems an item, document or material no longer able to be maintained in the Archives it will be returned to the original donor or a person whom the donor designates. A letter confirming the return of the item and a description of the item will be sent to the original donor or a person designated by the donor and a copy of this letter will be kept in the archives.
5. All policies of the Archives are subject to change by the pastor after a review by the parish council and the archivist.

## Access

1. Published materials are available to anyone for research or reading.
2. Unpublished material may be made available to a researcher for legitimate use with permission of the archivist.
3. No book, manuscript or other item may be removed from the archives.
4. Archival material is only available for research use when the archivist is present.
5. If permission is given for reproduction of materials, the process is done by the archivist at the established current cost per sheet or page. Permission to reproduce material does not constitute permission to publish.

6. If permission is given for reproduction of photographic material, the copy work is done by a photographer selected by the archivist. All arrangements with the photographer are made by the archivist. Prepayment for photographic copy work is required. If a copy negative must be made, the first person to order a copy pays for the cost of the negative and the print; the archivist retains the negative for future use.
7. Reproductions may not be further reproduced, examined, or transferred elsewhere without prior written permission.
8. If permission is given for the use of material for publication, two copies of the publication should be sent to the archives. A thesis or dissertation is considered a publication.
9. All responsibility for infringement of copyright is assumed by the researcher.