

# ARCHIVES OF THE METROPOLITAN CATHEDRAL

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## MUSICAL ARCHIVES

### TERMS & CONDITIONS

1. The Musical Archives are available for consultation by all bona fide researchers during the normal opening hours of the archives. It is in the interest of the archives that the rich contents of its musical collections be studied and exploited.
2. Researchers are:
  - a. To indicate the purpose of the request, whether for study, or performance, or recording etc.
  - b. To abide by all the other requirements concerning the request and delimiting its extent, as outlined in the respective request form and including, but not limited to:
    - i. The prohibition not allowing researchers to personally take digital photos of archival accessions. If the need arises, a request must be submitted to the Assistant Archivist, who would supply the researchers with the requested digital photos provided that the request is approved.
    - ii. The maximum number of digital images that may be requested.
    - iii. The tariff rate indicated, respective to the requested number of digital images.
3. In the case of performances:
  - a. If the performance is to be digitally recorded, an agreement has to be reached with the Cathedral Archives regarding acknowledgments and copies.
  - b. One has to determine whether the request is for a concert or for liturgical use in church celebrations. For the latter, an approval in writing by the church's rector is needed.
  - c. An additional one-time fee has to be paid, the amount of which being determined by the archivist according to the length and structure of the score. The researchers can make no other use of the score except for the purpose for which it was given. No part of the service given can be duplicated, copied, sold or otherwise exploited. No exclusive ownership rights pertain to the researcher.
  - d. Full acknowledgement is to be given to the Cathedral Archives as directed in each case by the archivist. A limited number of invitations are to be given to the archives, as well as a number of brochures or programmes as customarily distributed to the audience.
  - e. Where repeat performances are planned, the Cathedral Archives are to be informed in advance with the same procedure of invitations and programme notes.