PROVIDENCE ARCHIVES-MONTREAL: POLICY FOR DOCUMENT CONSULTATION AND COSTS OF SERVICES

By Marie-Claude Béland, M.S.I., Professional Archivist
Index

Context ................................................................................................................................. 3
Goal....................................................................................................................................... 3
Objectives ............................................................................................................................ 3
Responsibilities .................................................................................................................. 4
General Information about the Providence Archives-Montreal ........................................ 4
Requests for Research ....................................................................................................... 6
Our Target Public ................................................................................................................ 7
On-site Consultation .......................................................................................................... 7
Access to Documents ......................................................................................................... 9
Reproduction of Documents .............................................................................................. 9
Copyright ............................................................................................................................ 11
Agreement and Users' Obligations .................................................................................. 11
Miscellaneous Charges ................................................................................................... 12
Sources Consulted ............................................................................................................. 14
Legislations ........................................................................................................................ 15
Appendix 1: Research Request Form (in-house) ............................................................... 16
Appendix 2: Authorization to Use Reproductions .............................................................. 17
Appendix 3: On-site Consultation of Documents ............................................................... 18
Appendix 4: Copyright License ....................................................................................... 20
Appendix 5: External Loan Agreement ............................................................................. 24
Providence Archives-Montreal:  
Policy for Document Consultation and Cost of Services

Context

In view of the amount of requests received at the Providence Archives-Montreal, it is necessary to adequately determine how these requests will be processed to respect the integrity of the Community of the Sisters of Providence, the users\(^1\) and the information contained in the documents preserved.

Goal

The goal of this policy is to eliminate any confusion among users regarding access to the documents of the Providence Archives-Montreal, to provide information and procedures about consultation-related issues, including the costs involved with the research, reproduction and dissemination of archival documents.

Objectives

The objectives of the policy include:

To standardize the processing of the request received at the Providence Archives-Montreal Department in the General Administration of the Sisters of Providence.

To support the Providence Archives-Montreal personnel in their dealings with users (on-site consultations, mail or e-mail correspondence) and to familiarize them with the standard procedures to provide satisfactory replies to written requests.

To supervise and inform users that the Providence Archives-Montreal expect them to respect the authors' copyrights and the restricted access to some documents, pay miscellaneous charges.

Responsibilities

\(^1\) The term “user” refers to any person requesting information or carrying out research.
Responsibilities attached to this policy are shared among the General Secretary, who supervises the Providence Historical Archives, the General Treasurer, who supervises the Providence Financial Archives, the persons responsible for the Providence Historical and Financial Archives and/or the persons designated to carry out research.

- The General Secretary and General Treasurer have the responsibility to approve some sensitive requests for research, support those persons designated to carry out the research and ratify the written responses to these “sensitive” requests. They also have the duty to acquaint the staff of the Providence Archives-Montreal with issues deemed contentious by the Congregation in order to avoid future problems.

- Duties of the persons responsible for the Providence Archives-Montreal and/or those designated to reply to the requests include gathering the information, respecting the levels of access to the documents and the copyright, welcoming and helping users (on-site consultations) and charging research, reproduction, dissemination and transportation fees. Finally they provide written replies to all requests addressed to the Providence Archives-Montréal.

- Providence Archives-Montreal personnel and / or persons designated to reply to research inquiries need to exercise judgment as to how they respond to the queries.

---

**General Information about the Providence Archives-Montreal**

The Providence Archives (both historical and financial) are privately owned by the Congregation of the Sisters of Providence.

Their offices and storage rooms are located in the basement of the Providence International Centre where the General Administration of the Sisters of Providence is located. Civic Address: 12055 Grenet Street, Montreal, Quebec, Canada.

The Montreal Archives Department is open Monday through Friday from 8.00 a.m. to 4.00 p.m. (closed 12:00 a.m. – 1:00 p.m.).

The Providence Archives-Montreal documents are kept in storage areas equipped with controlled temperature and humidity, and with alarm systems and water and fire detectors.

---

Besides the General Administration of the Sisters of Providence, the Providence Archives includes other autonomous entities in the cities of Edmonton (Holy Angels Province, Alberta, Canada), Renton (Mother Joseph Province, Washington State, 2 Providence International Centre / General Administration of the Sisters of Providence later referred to as PIC / GA.

---

**Policy of Consultation and Cost of Services** 4
USA), Santiago (Bernarda Morin Province, Chile) and Montreal (Émilie-Gamelin Province, 12227 Grenet Street).

The Archives of the Office of the Cause of Canonization of Blessed Émilie Tavernier Gamelin, also located in the PIC / GA, form an autonomous entity in the Providence Archives-Montreal. For conservation, the Providence Archives-Montreal Department retains certain documents transferred from the Office of the Cause. Thus, the two departments often work together.

The Providence Historical Archives keep:

- Documents and Chronicles of the General Administration, institutions, provinces, works, local communities and corporations of the Sisters of Providence
- Picture documents (photographs, slides, post cards, religious images, negatives, scannings, etc.)
- Records (the poor, beneficiaries, students, novices, etc.)
- Deceased Sisters’ files and Sisters who have left the community (professed Sisters, coadjutrix and tertiary Sisters, those who left the community, some novices and candidates) and Sisters’ ministry assignments.
- General Council deliberations and official Corporation Acts
- Different documents of committees, assemblies, chapter, etc.
- Publications of the Congregation and other external publications
- Audiovisual documents (films, tapes, audiocassettes, videocassettes, microfilms, records and CD’s, digital)
- Computer documents
- Correspondence (both administrative and personal)
- Documents from and about Mother Émilie Tavernier-Gamelin and about her Cause of beatification (transferred from the Archives of the Office of the Cause)
- Documents from and about Bishop Ignace Bourget
- Personal documents about individual Sisters
- Student files
- Legal documents
- Documents about the Congregation of the Sisters of Our Lady of Seven Dolors, Coadjutrix and Tertiary Sisters
- Documents about relations with external organizations, (dioceses, the Holy See, vicariates, etc.)
- Documents about spirituality
- Documents about the Providence Associates
The Providence Financial Archives keep:

- Acts of Council
- Minutes of the Board of Directors of the Corporations
- Financial statements
- Discharges of mortgages, releases and nullifications (write-offs)
- Employment files and salaries
- Accounts of patients, students, beneficiaries (registers and individual records)
- Duplicate checks and salary checks
- Receipts: sales receipts and invoices (expenditures)
- Plans, deed titles and surveys
- Chart and patent letters
- T4 and TP4 tax forms, income tax, pensions
- Books of accounts
- Finance-related correspondence
- Contracts, quotations, bids, conventions, agreements
- Deeds of Trust, shares, bonds, vouchers
- Loans, mortgages
- Wills, legacies, donations, successions
- Government approved reports and budgets
- Court complaints and settlements

Requests for Research

All requests for research in the Providence Archives-Montreal must be sent in writing (mail, website\(^3\) form, mail) to the Archivist or the person in charge of the department.

When a request is received by telephone or in person, the person will be invited to submit a detailed presentation of her or his project and send it in writing.

In may be that, as an exception\(^4\), a request presented by phone or in person may be accepted. In this case, a "Research Application Form"\(^5\) must be completed by the person designated to respond to the request in order to monitor the research.

As mentioned in the "Responsibilities" section, "sensitive" requests should be referred either to the Secretary General or the General Treasurer according to the nature of the subject. It will fall to them to approve the responses give to the user by the person responsible for the department.

---

\(^3\) PIC / GA website: [www.providenceintl.org](http://www.providenceintl.org)

\(^4\) Examples of exceptions: an old Sister of the Congregation, a blind person, etc.

\(^5\) See Appendix 1: Research Application Form.
A “Joint Research” file will be created each year for the exclusive use of staff of the Providence Archives-Montréal to assign a number to each application, to compile the reception and response dates, names of users, query topics, number of reproductions made and fees charged. This file is used for reference and statistical purposes and is accessible and editable by each employee of the department.

Answers to written requests are sent to users (email or post).

For searches containing reproductions, see details in the "Reproduction of Documents" section.

<table>
<thead>
<tr>
<th>Our Public Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>The public target of the Providence Archives-Montréal can be divided into three categories:</td>
</tr>
<tr>
<td>The religious and lay personnel of the PIC / GA, in the execution of their duties.</td>
</tr>
<tr>
<td>The Sisters of the Congregation of the Sisters of Providence outside the PIC / GA, their staff, the Providence Associates and other organizations connected with the Congregation in the execution of their work or community projects.</td>
</tr>
<tr>
<td>External users not connected with the Congregation of the Sisters of Providence.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-site Consultation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once the written request is sent to the Providence Archives-Montreal, if a user wants to come to consult documents on-site, s/he must make an appointment with the person in charge of the department.</td>
</tr>
<tr>
<td>The research room of the Providence Archives-Montreal is open for consultation on site Monday through Thursday, 8:30 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>The storage rooms are not open to users.</td>
</tr>
</tbody>
</table>
At their first visit, users and the person responsible for the department jointly sign a "Consultation of Documents On-site" form. If necessary, the dates of subsequent visits and description of the reproductions are noted in the table included with the form.

Users must pay the research fees of $20.00 for each day of visit, payable by cash or check. At the request of the user, the Providence Archives-Montreal can produce a receipt for these charges.

Users who need reproductions must note the documents’ numbers and give them to a member of the Providence Archives-Montreal personnel, who will make the copies based on her or his availability and forward them to the users as agreed between the two parties.

Users must pay for the reproduction, in cash or by check, before receiving their copies.

Unless otherwise indicated, users are not allowed to take pictures or scans using their personal devices (camera, tablet, smart phone or other scanning or imaging technologies).

The procedures listed below are displayed in a visible place in the research room.

During on-site consultation, users must observe the following procedures:

× Not to eat, drink, or smoke in the research area.
× To take their notes with a pencil.
× Not to write on the documents.
× No to fold, tear, modify or damage the documents in any form.
× To use white cotton gloves to consult the documents.
× Not to take the documents out of the research area.
× Not to reproduce the documents without authorization.
× If you need to make reproductions, make a list and ask a member of the personnel.
× To respect the personnel on site.

Access to Documents

The Providence Archives-Montreal is a private archival service, which belongs to the Congregation of the Sisters of Providence. The Congregation reserves the right to limit access to its documents.

---

6 See Appendix 3, “On-site consultation of documents”
7 Check made to “Sisters of Providence”. With a note: “Archives”
8 Ditto note 9
Providence Archives-Montreal documents with limited access:

- Financial documents
- Legal documents that are or have been used as evidence in cases brought before the courts.
- Documents that contain personal information about a living person related with the Congregation of the Sisters of Providence (active religious or one who left the Congregation, current or former employee, current or former student, current or former beneficiary, current or former patient).
- Private correspondence of members of the Congregation.
- Documents governed by Québec or federal legislation and by-laws and by canonical standards.
- Congregation’s financial statements.
- Documents subject to be deemed "sensitive" by the General Leadership or the Providence Archives-Montreal.
- Documents physically too damaged to be reproduced.

Reproduction of Documents

The Providence Archives-Montreal is a private archives service that belongs to the Congregation of the Sisters of Providence. The Congregation reserves the right to prohibit the reproduction of its documents.

To reproduce documents for private, single use, especially when iconographic documents, an "Authorization to Use Reproduction" must be completed jointly by the Supervisor or the Department director and the user.

Documents reproduced on paper must be identified with the Providence Archives stamp. An inscription of the classification and topographical marks and reproduction date must be made near the stamp.

Paper documents are digitally reproduced in PDF format. They must be identified with a digital version of the Providence Archives-Montreal stamp on each page. The classification mark and topographical mark must be made at top of the first scanned page of the document. Significant names must be given to these files.

Images are digitally reproduced in the JPG or TIFF formats. Consultation copies in low resolution including a watermark can be sent to the user. In due course, the final

---

9 See Appendix 2: Authorization to Use Reproductions
images will be sent in good resolution with the inscription "Courtesy of the Providence Archives-Montréal." Significant names must be given to these files.

Once the forms duly signed and the fees paid, the properly identified reproductions are presented to the user. For printed or photocopied documents, staff members of the Providence Archives-Montréal may hand them to the user by hand or mail. Digital files can be emailed or copied locally on a removable storage media supplied by the user (e.g., USB key).

The origin and description of the Providence Archives-Montreal documents must be indicated in the "Authorization to use Reproductions" and / or the "Copyright License" and cited as such by the users in their work, project or publication.

User must use the reproductions without cropping or alterations, but if they use only a part of the document for their work, project or publication, a written mention of the origin of the document must appear and also the words “excerpt” or “detail”, depending on the type of document.

The reproductions of Providence Archives-Montreal documents must be used exclusively for the purpose indicated in the "Authorization to use Reproductions" and / or the "Copyright License" and cannot be freely sold, rented or shared.

The reproductions of documents provided by the Providence Archives-Montreal are for single usage. If the users or any third party acting or not on their behalf, desire to reuse the reproductions in whole or in part for another work, project, publication, new publication or reprint, a new request must be submitted to the Providence Archives-Montreal. A new authorization will be issued and the corresponding charges paid.
Copyright

Unless otherwise indicated, all documents in the Providence Archives-Montreal are the physical and intellectual property of the Congregation of the Sisters of Providence.

The Providence Archives-Montreal reserve the right to refuse to reproduce documents that they think are under copyright.

The copyright applies to the works, published or unpublished, for a determined period of time: the life of the author plus fifty (50) years. However, with duly filled out authorization, a work may be reproduced with discernment for purposes of personal research or private study.

The user and an authorized person of the Congregation of the Sisters of Providence must fill out and sign a "Copyright License" when reproductions of documents have to be published, exhibited or disseminated (either printed, scanned). This grants the right to use the document once for the mentioned project.

Users assume all responsibilities if they infringe any aspect of the Copyright Act included in this policy.

Agreement and User’s Obligations

As mentioned earlier, when requesting the reproduction of a document, the user must read, complete and sign together with a representative of the Congregation of the Sisters of Providence and / or the Providence Archives-Montréal, an "Authorization to Use Reproductions" (for private study or personal research) and / or a "Copyright License" (to dissemination, publication or exhibition).

By this authorization and/or license, users agree to:

- Respect the consultation and research policies and procedures, the provincial and national standards and laws regarding the protection of personal information and copyright.
- Respect the integrity of the documents provided for their research.

---

10 See Appendix 4: Copyright License.
11 The authorized person may be the General Secretary (for the Historical Archives) or the General Treasurer (for the Financial Archives) or a person in charge of the Providence Archives-Montréal.
※ Indicate the origin of the documents.
※ Pay any research, reproduction and transportation costs.
※ Not use, allow the use or modify the information contained in the documents provided for research in order to harm the Congregation of the Sisters of Providence, one or more of its members and/or its staff and/or persons who have received services in their institutions.
※ Not associate the documents with any commercial products.
※ Notify immediately the Congregation if they become aware that the reproductions are misused and/or used by a non-authorized person.
※ Provide true and verifiable information concerning their identity and the purpose of their research.
※ Honor the clauses of the agreement

- The Providence Archives-Montréal reserves the right to request the users to revise the extracts of their works, projects or publications concerning the Congregation of the Sisters of Providence, before the final deadline.

- The Providence Archives-Montréal reserves the right to request the user for a final copy of the work, project or publication to complete their files.

**Miscellaneous Charges**

In addition to consultation on site, an amount of $20.00/ per day will be charged to the user as search fee for requests.

In the event that no information can support the query, search charges are not applied.

Documents reproduction fees are charged in addition to research costs.

When external users are non-profit organizations and low-income people, it is the discretion of the Providence Archives-Montréal to adapt the charges.

If copies are to be carried out by external reproduction services, the user must read, complete and sign together with a representative of the Congregation of the Sisters of Providence and / or of the Providence Archives-Montréal, an "External Loan
Agreement"\textsuperscript{12}. The user must also pay all costs (including taxes, shipping and handling) plus fifteen percent (15%). The total amount will be paid by check or cash at the Providence Archives-Montreal. The original of the new copy so produced becomes the exclusive property of the Providence Archives-Montreal and cannot be purchased or rented. Only copies are given to the users.

Transportation fees are charged to the user if the size of the reproductions to be sent by post exceeds the standard envelope (4 x 9½ in. and 9 x 12 in.) or if the weight justifies using courier service. If this is the case, transportation is borne entirely by the user.

At the users’ request, a detailed invoice for the various fees may be produced. It needs to be paid in full, cash or by check,\textsuperscript{13} before the documents reproduced are either hand-delivered or forwarded to them by email or postal service.

At the request of the user, the Providence Archives-Montreal can produce a receipt for the total fees charged.

\textit{Reproduction costs of internal documents for the Sisters of Providence and their staff are:}

\textit{Photocopying or scanning paper documents:}

\begin{center}
\begin{tabular}{|c|c|c|c|c|}
\hline
\hline
8½ x 11 & $0.15 ea. & $0.20 ea. & $0.30 ea. & $0.50 ea. \\
8½ x 14 & & & & \\
11 x 17 & $0.20 ea. & $0.25 ea. & $0.40 ea. & $0.60 ea. \\
\hline
\end{tabular}
\end{center}

\textit{Scanned or printed photos:}

\begin{itemize}
\item For research or private study: $1.00 ea.
\item For exhibition or publication: to be negotiated with the General Leadership and/or the Providence Archives-Montreal Department
\end{itemize}

\textit{Providence International Centre personnel (as part of their work):}

\begin{itemize}
\item No charges.
\end{itemize}

\textsuperscript{12} See Appendix 5: External Loan Agreement
\textsuperscript{13} Ditto note 9
Reproduction costs for external users of are:

Photocopying or scanning paper documents

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8½ x 11 &amp; 8½ x 14</td>
<td>$0.25 ea.</td>
<td>$0.30 ea.</td>
<td>$0.40 ea.</td>
<td>$0.60 ea.</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$0.35 ea.</td>
<td>$0.40 ea.</td>
<td>$0.50 ea.</td>
<td>$0.70 ea.</td>
</tr>
</tbody>
</table>

Scanned or printed photos:

- For research or private study: $2.00 ea.
- For exhibition or publication: $30.00 ea.

External reproduction service: Amount of invoice + 15%

Prices are subject to change without notice.

Sources Consulted

- Sisters of Providence General Administration – Service charges, updated 2007

Other sources used in the first version of this policy (2005) were not cited. To view them, please submit a request to the Providence Historical Archives Department.

• Grey Nuns of Montréal – Archives Service Policy, received in 2016.


• Library and Archives Canada consulted February 9, 2016: www.bac-lac.gc.ca/fra/demandes-reproduction.aspx

• Bibliothèque et Archives nationales du Québec consulted February 9, 2016: www.banq.qc.ca/services/tarification/tarification_repro.html

• Canadian Council of Archives – Copyright 2015.

Legislations

Archives Act (Québec) including Art. 21 (Conservation and Accessibility of the Archives in the Public Sector).

• Law on the Protection of Personal Information in the Private Sector (Québec).
• Law on the Protection of Personal Information (Canada).
• Copyright Act (Canada).
• Changes to the Copyright Act following the adoption of Bill C-11 applied to the archival services, 2015) (CopyrightBillC-11_FR.pdf)

• Loi concernant le cadre juridique des technologies de l’information (Law governing the legal framework for information technologies (Canada) (www.lccjti.ca)

• Québec Civil Code, Articles 35-41 (Respect and Reputation of Private Life)
• Canadian Rights and Freedoms Charter Articles 5-9 (Respect of Private Life).
Appendix 1: Research Request Form (in-house)

Research Request Form
General Administration
Sisters of Providence

Request: (_______) # (_______)
(Year) (Sequential No.)

Date: ______________________

Name: ________________________________________________________

Address: _________________________________________________________

Telephone: ______________

Email: ______________________

Information requested:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Documents used for research

<table>
<thead>
<tr>
<th>Name of document</th>
<th>Classif. mark</th>
<th>Topogr. mark</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List enclosed? Yes [ ] No [ ]

Research fees: $20.00 ➤ Yes [ ]

Reproduction and other fees: __________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Total: ___________Paid on (date): ___________ Cash [ ] Check [ ]

Remarks: __________________________________________________________
_________________________________________________________________
_________________________________________________________________

Reply sent on (date): ________________ Mail [ ] Email [ ] in person [ ]

Signature (person who carried out the research): ______________________

Policy of Consultation and Cost of Services 16
Appendix 2: Authorization to Use Reproductions

Authorization to use the reproductions
General Administration
Sisters of Providence
Authorization (____) # (__________)
(Year) (Sequential No.)

Authorization effective on (date): __________________________

Documents authorized
(List of documents reproduced and marks)

Origin of the documents reproduced
(Collections and information to be included in the legend)

Person or organization receiving the authorization / project description
(Granted to …contact details) (As part of the project….)

Duration of authorization, revision and final draft
(Duration of project, while the picture is used in this context. To revise excerpts where the
SP are mentioned before final deadline. To obtain a final copy.)

Charges for using and modifying a document
(For dissemination purposes, cropping or other modification necessary allowed while
preserving a context of creation. Cost description)

I, __________________________, user of the Providence Archives-Montréal documents,
which are private property of the Sisters of Providence, accept to honor the internal
policies and procedures in force for the consultation and research as well as the
provincial and national standards and laws governing the protection of personal
information and copyright. I undertake to pay all research, reproduction and distribution
fees considering the internal policy on this subject as well as the transport costs, if any. I
promise not to use or modify the information in these documents or to allow their use in
any way to harm the Congregation of the Sisters of Providence or its members and/ or its
staff and/ or persons who have received services in their institutions, or to combine the
information contained in the documents or allow their usage to harm in any way the
congregation of the Sisters of Providence or one or more of their members and/or
personnel and/or persons having received services in their institutions, or to associate
these documents with commercial products. I promise to immediately notify the
Congregation if I am aware that the documents are misused and/ or by a non-accredited
person. I certify that the information about myself and the purpose of my research are
ture and verifiable.

Signature of user: __________________________

Authorized PA-Montreal signature: __________________________

Policy of Consultation and Cost of Services 17
Appendix 3: On-site Consultation of Documents

Consultation on site
Providence Historical Archives
Sisters of Providence

Date: __________

User’s name and data: ________________________________

Project: ________________________________________________

Documents consulted: _______________________________________

Research and consultation fees: $20.00 (per day)*  Paid  □

I, __________________________, user of the Providence Archives-Montréal documents, which are a private property of the Sisters of Providence, accept to honor the internal policies and procedures in force for the consultation and research as well as the provincial and national standards and laws governing the protection of personal information and copyright. I undertake to pay all research and reproduction fees prescribed in existing policies and also any transportation costs applicable. I promise not to use the information contained in the documents or allow their usage to harm in any way the Congregation of the Sisters of Providence or one or more of their members and/or personnel and/or persons having received services in their institutions or to combine these materials with commercial products. I promise to immediately notify the Congregation if I am aware that the documents are misused and/or by a non-authorized person. I certify that the information about myself and the purpose of my research are true and verifiable.

Signature of user: _______________________________________

Authorized PA-Montreal signature: ___________________________

Subsequent visits*:  □ Fees paid  □ Fees paid  □ Fees paid  □ Fees paid
Reproduction (on-site research):

<table>
<thead>
<tr>
<th>Marks of documents to be reproduced &amp; pages reproduced</th>
<th>Photocopies or scannings?</th>
<th>Fees description (cost per unit X no. of copies = total)</th>
<th>Authorization / license signed? (If so, ref. no.)</th>
<th>Fees paid? (please initial)</th>
<th>Delivered (mailed, handed, emailed) &amp; Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Copyright License
Providence Archives
Sisters of Providence

This is a convention between the signatories. Two original copies must be signed, with a copy kept by each signatory.

License No.: __________

Between: ____________________________, duly authorized representative of the: Sisters of Providence (Providence Archives-Montreal), a private corporation legally constituted, with head office at: 12055 Grenet Street, Montreal, Quebec, H4J 2J5 (hereafter designated The Assignor).

and: ________________________________, duly authorized representative of: ____________________________, private corporation legally constituted and with its head office at: ________________________________ (hereafter designated The Client).

Phone: ________________________________

Email: ________________________________

WHEREAS the Assignor owns works on different medias and sizes.

WHEREAS the Client desires excerpts or archive documents according to terms specified in this license, to what the Assignor consents.

DOCUMENTS AUTHORIZED BY THIS LICENSE

Number of items: __________
List of documents enclosed: Yes ☐ No ☐

If no, description of items (titles, authors, dates, marks) below:

__________________________________________________________________________

__________________________________________________________________________

Policy of Consultation and Cost of Services 20
RIGHTS AUTHORIZED BY THIS LICENSE

Subject to the respect of the license conditions, the Assignor grants to the Client the NON EXCLUSIVE right to:

♦ Reproduce the documents described under section “Documents Authorized by this License” (or list attached), and to publish them in printed form (paper or digital), to publish or adapt them in audiovisual form, to represent them in public in any language and media and to exhibit or show them to the public through telecommunication (especially radio, television and internet) in any language, for the sole purposes that follow: (hereafter referred to as “the Production”) ________

________________________________________________________________________

________________________________________________________________________

♦ To make use of and distribute the Production by using the documents described in Section “Documents Authorized by this License” only in the following territories and duration:
  ▪ Territory: Québec □ Canada □ International □
  ▪ Duration: 1 year from the signature of this license or Other (explain): ______________________________

♦ One usage is permitted. A new license will be required for any further usage (rebroadcast, dissemination, reprint, new publication, etc.).

TERMS OF PAYMENT

♦ Clients commit themselves to pay to the Assignor the total amount hereafter indicated for the reproduction, publication and dissemination of the documents described in Section “Documents Authorized by this License”: ______________________________

________________________________________________________________________

Total: $CAN __________________

♦ If a Client fails to pay the above-mentioned fees in the thirty (30) days following the invoice date or according to the terms specified by the Assignor, interest will be charged on a monthly basis according to the Bank of Canada’s median discount rate plus three percent (3%) until complete payment of the account.

CLIENTS’ COMMITMENT

Clients commit themselves to respect the following rules:
♦ For dissemination through electronic media, such as film, video, slide and object, to mention at least “Providence Archives-Montreal” and the name of the author, if known.

♦ For publications on paper or other media or for an exhibition, to indicate, for each document published, the complete reference as it appears on the reproduction or the accompanying sheet.

♦ For publication or exhibition of a document in part, add “detail” or “excerpt” to the complete reference, according to the type of document.

♦ The Production must respect the context and point of view of the original work and the integrity of the document.

♦ Documents must not be used in a way that may be regarded as detrimental and slanderous, harmful to private life or against the law.

► Clients must send a copy of their final Production to the Providence Archives:

   YES □  NO □

► Clients acknowledge that the Assignor is the sole owner of any title to the documents described in section “Documents Authorized by this License” (or the attached list). Only the Assignor can grant the rights described herein. The Assignor acknowledges that each Client has exclusive ownership of the copyright of the Production.

► Clients assume complete responsibility of their actions with respect to the documents described in section “Documents Authorized by this License”.

---

**DAMAGE AND CANCELLATION**

► Clients commit themselves in perpetuity to protect the Assignor, its current and future employees and representatives, from and against any and all actions, prosecutions, claims and demands for financial compensation, and any judgement or prosecution for damages, notably legal fees, a violation of any of the agreements of this license by the Client, its current and future employees and representatives. These terms will remain valid after the expiration of this license.

► This license is automatically nullified if: a) a succession liquidator, a trustee or a custodian is designated to manage the Client’s estate in whole or in part; b) if any Client submits a claim for relief following a bankruptcy, resorts to the insolvency legislation of any province or country (in force or to be adopted), or agrees on an assignment of claim with his or her creditors.
If a Client does not honor all the terms of this license, the Assignor may specify in writing the nature of the violation or infringement. If the Client at fault does not make the necessary adjustments in thirty (30) days, all the rights granted to the Client by virtue of this license will be immediately nullified and restituted to the Assignor, without appeal or other resort, and without restricting the Assignor’s right to sue the Client for damages or obtain an injunction against the party at fault or any other equitable relief.

IN TESTIMONY THEREOF, the parties have signed this license.

Date signed ___________________       date signed ___________________
   in ___________________________        in ___________________________
by ___________________________________ by ___________________________

(The Assignor)                        (The Client)
PROVIDENCE ARCHIVES-MONTREAL

AGREEMENT FOR EXTERNAL LOAN OF DOCUMENTS: [PROJECT]

LENDER
Name: Providence Archives Person in charge: NAME
Address: Sisters of Providence
12055, Grenet Street, Montreal, Quebec H4J 2J5
Phone: (514) 334-9090 Local 266 Fax: (514) 334-1620
Email: COURRIEL@providenceintl.org

BORROWER
Name: Person in charge:
Address:
Phone: Fax:
Email:

<table>
<thead>
<tr>
<th>Classif. mark.</th>
<th>Topogr. mark</th>
<th>Description</th>
</tr>
</thead>
</table>

Date borrowed ________________ Date returned ________________

Borrower’s obligations:

- When using external reproduction services, the lender shall request the borrower to obtain an additional digital copy of the reproduced materials AND to pay 15% of the total amount of the invoice to the Providence Archives Department. The amount is payable upon return of the documents by check or cash.
- If necessary, the borrower is responsible for the transport of the documents.
- To return the documents in good physical condition and, if they were lost or damaged, to replace the value of each of these documents to the lender. Estimated value of the documents: ______________________
- To mention the name of the “Providence Archives-Montreal” and the documents’ dimensions as a reference.
- To return the documents in their original packaging by __________, to the lender’s address.

For the Borrower
Name
Titles: 

For the Lender
Name
Sisters of Providence Archives

Policy of Consultation and Cost of Services 24