



An Oasis of Hope, Help, Healing, and Hospitality

Application for Access

Name: [] Date: []

Address: []

Phone: [] Email: []

Name of Affiliated Institutions/Organization: []

Subject of Research: []

Purpose of Research:

- Personal Interest
School Project
Publication (title/publisher/date)
Other (please specify)

Suggested Time and Date of Visit (must be at least 3-5 days prior to the above date):

[]

Application Agreement

I have read the attached Visitor Access Guidelines for the Clark Memorial UMC Archives. I agree to observe them, and I understand that if I fail to do so, permission for further access may be withdrawn.

Signature: [] Date: []

Archive Permission (Archives use only)

Clark Memorial UMC Archives: []

Date: []

Schedule Time and Date of Visit:

[]



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Visitor Access Guidelines

Historical Black churches are repositories of rich history and culture. Clark Memorial UMC Archives contain significant information about the Black community, the Nashville Civil Rights Movement, church records, photographs, and other artifacts. These archives can be a valuable resource for researchers, students, and anyone interested in learning more about Clark's contribution to the Nashville community.

Clark's office staff are at the Church on Tuesday and Thursday (8:30 am-3:30 pm) and Friday (8:30 am-12:00 pm). Contact the church office at (615) 329-4464 three to five days in advance to request access to the archives. This will give the church time to prepare for your visit and ensure that the archives are open and staffed and not in conflict during times of worship or other important events.

It is important to be respectful of the historical and cultural significance of materials when accessing our archives. Here are some guidelines to follow:

Department

Dress respectfully. Be mindful that this is a place of worship and should be treated accordingly.

Be aware of the historical and cultural significance when you are visiting. Black churches have played a vital role in the community, serving as places of worship, education, and activism.

Be respectful of the congregation and its beliefs. Black churches are often community hubs, providing a variety of services and programs to their members.

Be mindful of the Church's resources. Black churches often have limited resources, so it is important to be considerate of their time and staff.

Working with the Archivist

Be respectful of the archivist's time and expertise. Archivists are responsible for preserving and managing the Church's archives. They may have other responsibilities, so it is important to be patient and understanding.

Ask the archivist about the Church's history and mission. This will help you to understand the context of the archives and the materials that they contain.

Be specific about your research needs. This will help the archivist to identify the most relevant materials for you.

Be patient and understanding. It may take some time for the archivist to locate the materials that you need.

Take notes and document your research. This will help you remember what you have learned and share your findings with others.

Thank the archivist for their time and assistance.

Security

All property not essential to research, including briefcases, books, and hats, must be stored in the designated location.

Beverages, food, chewing gum, and pets are prohibited.

Please use a pencil for note-taking, as the use of pins or markers is prohibited in the reading room.

Handling Materials:

Handle all materials with care.

Visitors to the reading room must always ensure they have clean hands before handling materials.

Do not place papers, books, or other objects on materials. Do not mark or make any alterations to materials.

Do not refold items in new or different ways than when you receive them, and ask for assistance if needed. Do not remove any materials from the archives without permission.

Registration:

Photo ID must be presented at the beginning of each visit to the Library and Archives. All visitors must sign in and out using the library's Visitors log.

Original Order:

Preserve the established order of the items in the folder and the numerical order of folders in boxes. If something appears to be out of order, alert staff but do not rearrange it.

Reproduction and Use:

If you need to copy or photograph any materials, ask the archivist for permission first. The publication of photographs from or of the collections must be authorized in advance in writing by the Archives and History Committee, as indicated on the Reproduction and Permission Request.

Copyright:

Copying and reproduction are limited to those permitted under the current copyright regulations. It is the responsibility of the researcher to know and comply with all copyright restrictions.

Citation:

Unless otherwise agreed upon in writing, the following credit line is used in exhibits, publications, and scholarly work: *[Item], folder title, box number, Clark Memorial United Methodist Church Records, Clark Memorial United Methodist Church Nashville.*