

## **C. Benton Kline, Jr. Special Collections and Archives: Policies & Procedures**

### ***Scheduling Appointments***

The Archives' usual hours are Monday through Friday, 9:00 a.m.–4:30 p.m. You may contact the archivist by email at [archives@ctsnet.edu](mailto:archives@ctsnet.edu) or phone at 404-687-4628.

Please see our [listing of services and pricing](#).

Reproduction services such as photocopying are available but may be limited due to donor restrictions, copyright law, condition of the item, or other reasons.

The copyright law of the United States ([Title 17, United States Code](#)) governs the making of photocopies or other reproductions of copyrighted material. All responsibility for copyright infringement, questions arising from copyright, and the use of the copies provided is assumed by the person using the materials.

### ***Finding Records at CTS***

Catalog records for Archives materials can be searched in the [Archives online catalog](#). Please also see our digital collections. Cataloging is an ongoing process; some of the collections in the Archives are not yet described in the online catalog. If you do not find what you are looking for, [contact us](#).

A note on access: The policy of the Presbyterian Church (U.S.A.) is to restrict access to all official denomination records on deposit that are less than 50 years old. If researchers wish to access these records, we require that they secure written permission from the records' owners. If you believe this restriction will affect your research, please [contact us](#) for further instructions prior to visiting.

### ***Microfilm/Microform Use***

A microfilm/microfiche reader is available for researchers in Archives reading room. Please [contact the Archives](#) to make an appointment. *Printing services for the microfilm/microfiche reader are currently unavailable.*

### ***Individual Records Research and Genealogy***

Our staff will search for records of baptism, marriage, and church membership of living individuals. The request must be from the individual or his/her legal representative. Please note that we cannot guarantee that the requested record of the baptism, marriage, or membership will be available.

First, [contact the archivist](#) to ensure that we have the records from a given church for a specific time period. Please allow four to six weeks to process your request.

Our staff will also search for baptism, marriage, membership, and/or death records of deceased individuals. Please [contact the Archives](#) to begin the research process.

The Archives staff are happy to identify some possible collections or locations to begin genealogical research, but extensive genealogical research must be conducted on-site at the Archives. For information on hiring a local independent researcher, we recommend reaching out to the [Georgia Genealogical Society](#) and the Georgia chapter of the [Association of Professional Genealogists](#).

### ***Scans and Copies***

In most cases, scanned or printed reproductions of archival records can be requested. Requested reproductions may not exceed 200 pages.

Archives staff can scan or copy portions of records for \$0.80 per single-sided page of standard page sizes. For especially large pages or images, please discuss arrangements with an archivist. Scans can be sent over e-mail or transferred to a storage device on-site. Paper copies can be shipped for a fee calculated from the volume and weight of the printed pages. Please note that the 50-year access restriction to official denominational records still applies (see ***Finding Records at CTS*** above).

While archivists may accept requests to find specific pieces of information from denominational records, extensive reproductions of congregational and presbytery records requested by their home congregations or presbyteries may only be performed by members of the requesting congregation or presbytery. Please [contact the Archives](#) to make an appointment.