



Edgar Cayce Foundation

Reference Policy

The Edgar Cayce Foundation (the E.C.F.) is committed to making research materials available to users on equal terms of access. This is in accordance with the wishes of Edgar Cayce, the suggestions from the Readings, and the standard professional policy on access adopted jointly by the Society of American Archivists and the American Library Association. Most collections held by the E.C.F. are unrestricted and open for research during operating hours; some collections are subject to restrictions designated by the records creator.

Historical Overview

Edgar Cayce (1877-1945) has been called the ‘sleeping prophet,’ the ‘father of holistic medicine,’ and the ‘most documented psychic of the 20th century.’ For more than 40 years of his adult life, Cayce gave psychic “readings” to thousands of seekers while in an unconscious state, diagnosing illnesses and exploring spiritual topics.

During Edgar Cayce’s lifetime, the records of the readings were his personal property. After his death, they became the property of his sons, Hugh Lynn Cayce and Edgar Evans Cayce, and his secretary, Gladys Davis Turner. In 1948, they became the property of the E.C.F.

The Edgar Cayce Foundation

In February 1948, the E.C.F. was chartered by the Commonwealth of Virginia and provides permanent legal and physical custody of historical resources including:

- The original Edgar Cayce readings as well as microfilm and digital copies
- Supplemental material to the readings, such as original stenographer notebooks, appointment books, research studies and reports on the readings, reports of preservation activities, photographs, sound and video recordings, etc.
- Correspondence, business papers, and files of Hugh Lynn Cayce, Gladys Davis Turner, and other early staff members
- Cayce Family papers and photographs
- Personal papers of early A.R.E. members
- Author contracts, unpublished manuscripts, and archival copies of most books and other materials published by A.R.E. Press and the Edgar Cayce Foundation
- Official historical and business records for the A.R.E., E.C.F., and Atlantic University

The Edgar Cayce Readings stated that the ultimate rationale for researching this information is to make individuals “better husbands, better wives, better sons, better daughters, better citizens.”

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In this light and per the purpose set forth in the Certificate of Incorporation of the E.C.F., the owner and custodian of the psychic readings given by Edgar Cayce and related Cayce material in its possession, the E.C.F. is committed to:

- indexing, classifying, collating, preserving, and archiving the Edgar Cayce material
- making the readings more readily available for use
- developing guidelines for use of the Edgar Cayce material

Copyright Ownership

The copies of the Edgar Cayce readings are copyrighted by the E.C.F. The first notice of copyright for the readings was in 1945. The entire set of readings and supplemental material was registered with the Copyright Office of the Library of Congress in 1971. The electronic version of the readings and supplemental material has been copyrighted since 1993 and with each new electronic version of the readings (including background, reports, and indexes). All new or modified material in these versions has been registered. By copyright law, the E.C.F. owns and holds the exclusive right to all its copyrighted material.

Confidentiality

It is the responsibility of the E.C.F., as copyright holder of the Edgar Cayce readings, the background information, the follow-up reports associated with the Cayce readings and all related documentation, to balance a researcher's need for access with the needs for confidentiality of persons whose activities and personal histories are reflected in the material. Consequently, access to and publication of some materials in the E.C.F. archival collection is subject to this policy.

The Edgar Cayce Foundation recognizes that a living reading recipient, or if deceased, his/her living spouse or children, has a right to the privacy of his/her name and personal information. Therefore, the integrity with which we present the records upon request, approach access to the material and the potential publicizing of these names is an important extension of this premise. As such, the E.C.F. will attempt to contact and inform living recipients or their living direct descendants (spouse or child) of any request to view a case file and/or publicize the family name. The E.C.F. will document their responses in their respective files. The viewing of a case file and/or publication of an individual's name is not guaranteed.

Guidelines

1. Research Requests to View Case Files and/or Publicize Names of Deceased Reading Recipients:

- If the E.C.F. or the researcher has documentation that a reading recipient is deceased, has no living descendants, and at least one year has passed since his/her passing, the E.C.F. may allow the researcher to view the case file and the reading recipient's name may be publicized.

2. Research Requests to View Case Files and/or Publicize Names of Reading Recipients whose Life Status is Undocumented:

- Researchers must submit their written research request including the nature of their project to the E.C.F.

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- The E.C.F. will attempt to locate and contact the reading recipients or their living direct descendants to share the request and to obtain documentation of their written or verbal response. This usually takes approximately 6 weeks.
- If a living reading recipient or direct descendant (spouse or child) expresses written or verbal documented concerns, the reading recipient's name will not be disclosed, and the reading number will be used as identification and/or the case file may be otherwise restricted.
- If receipt of correspondence to a reading recipient or his/her living descendants has been verified and the E.C.F. has not received a response by the return date in the letter, the case file may be restricted.
- If, after an earnest documented search, the E.C.F. cannot locate the reading recipient or his/her living direct descendant, or confirmation of receipt is not received, the case file may be restricted.
- Staff will undertake requests on a case-by-case basis. All of the preceding conditions for viewing case files and identification by reading number may be reviewed upon request to reassess changes in life status of reading recipients and/or the descendants.
- The A.R.E. and the E.C.F. are committed to the retention of permanent archival staff that handles archival tasks according to the Society of American Archivists' Core Value Statement (revised 2011) and Code of Ethics (revised 2012) which can be found at <https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>

Guidelines for Contact Procedure:

- The E.C.F. understands the importance of publication schedules and asks that researchers plan their projects accordingly. If a researcher hopes to research and/or publicize the name of a reading recipient, ample time is needed for the E.C.F. to ascertain if that recipient and/or any descendants are alive, and if so, attempt to contact them. Most requests will be answered at a rapid pace whenever possible.
- The E.C.F. requests copies of any publications (regardless of whether or not a name is released) that reference its collections and copies of any supplementary information pertaining to a reading. Such supplements to the readings are invaluable contributions to the Source files, as specified in the E.C.F. charter and emphasized by Gladys Davis Turner, original Secretary to the E.C.F., in her contacts with researchers, reading recipients, and their families.
- The E.C.F. will maintain updated ongoing electronic documentation of names of reading recipients that have been released. It is anticipated that by 2075 all reading recipient names in the Cayce readings will be publicly known.

Research Appointments

If you are researching and wish to gain access to the E.C.F. archives, we invite you to make an appointment with the E.C.F. staff through mail, email, or telephone.

Send your contact info, the nature of your project and any request for specific materials to
Edgar Cayce Foundation Archivist
ecf@edgarcayce.org

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215 67th Street Virginia Beach, VA 23451-2061
(757) 457-7204

Please see the appropriate copyright attribution information below.

Copyright Guidelines for Usage of the Edgar Cayce Readings

The basic copyright notice in a document quoting from the readings is:

Edgar Cayce Readings © 1971, 1993-2007 The Edgar Cayce Foundation. All Rights Reserved.

Permission to Use Quotations without Written Permission: Writers and others wishing to quote from the Cayce readings in books or other published literary forms may do so without written E.C.F. permission as long as the total word count of all cited Cayce quotations is no more than 500 words.

The quotation itself must be presented according to the following conditions:

- The material quoted should consist of Cayce's original wording as given in the reading (available on CD or DVD-ROM or in the Members Only section of the A.R.E. website: www.edgarcayce.org).
- The readings cannot be changed. If original words or phrases are removed (without significantly changing the intended meaning), the omission must be shown by an ellipsis (e.g., . . .).
- If an original word or phrase is replaced or supplemented by another to clarify its meaning, the replacement or supplementary word or phrase must be enclosed in square brackets: [].
- In a published text (such as a book), any reading number must be identified in its two parts: e.g., 254-5, identified as "Edgar Cayce Reading 254-5."
- In the front pages of any finished product in which the readings are quoted, the following copyright notice shall appear:

Edgar Cayce Readings © 1971, 1993-2007 The Edgar Cayce Foundation. All Rights Reserved.

Although not required, if the author will send a brief courtesy letter or e-mail to the Foundation with the name of the book or other published product quoting from the readings, this record will be maintained in the Foundation archives.

Permission to Use Quotations of More than 500 Words:

Any use of readings quotations in excess of 500 words in any literary, digital or audio format must be approved in writing by the Edgar Cayce Foundation. PLEASE NOTE: (1) Permission is not guaranteed; and, (2) In order to verify the accuracy of the readings used, there is a charge for this service. The following conditions are required for consideration:

- A written request must be submitted to:

Edgar Cayce Foundation Archivist
215 67th Street
Virginia Beach, VA 23451-2061
Or by email to: ecf@edgarcayce.org

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- The request must include details about the anticipated final product in which the quotes will be included: Form of publication (e.g., book, article, report, greeting card, web page, quotations within a documentary film, etc.), title, author(s), length of the work (e.g., approximate word count), publisher or other form of distribution, planned number of copies (in first production or printing), and any other information that may assist in defining the intended use and audience.
- The request must include a list of all verbatim Cayce readings quotations and how they will be used in context. This requirement may be effectively met by sending the Foundation a copy of all manuscript pages that include Cayce quotes, including the lead-in and follow-on text that show the context in which the quotations are presented.
- The total word count of Cayce quotations cannot exceed SEVEN percent of the total word count of the final product. Should the product exceed SEVEN percent (such as an “Edgar Cayce book” for a major publisher – not self-published), then there must be more extended discussion between the author and the staff of the Edgar Cayce Foundation. Seldom is permission given for use of the readings in a product so highly dependent on Cayce quotations without a contractual arrangement and fee.

If the Edgar Cayce Foundation grants permission for the use of more than 500 words, a signed letter of permission for use of the quotations will be sent to the author via regular mail. A copy of this letter will be retained in the E.C.F. files on permissions and rights. The letter will include the publication requirements, such as the conditions for written materials listed above, and other requirements that may be applicable and required by the E.C.F. based on the form of publication and the copyright notice that must be included (usually opposite the title page):

Edgar Cayce Readings © 1971, 1993-2007 The Edgar Cayce Foundation. All Rights Reserved.

The E.C.F. reserves the right to revise this Reference Policy at any time.

I have read the E.C.F. Reference Policy and agree to these terms:

Researcher Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____