

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

POLICIES & PROCEDURES

~Rules of the Archives~

The Archdiocesan Archives (est.1976) is an administrative office of the Roman Catholic Archdiocese of Hartford (AOH)

The following rules are not exhaustive and are subject to change at any time:

GENERAL RULES

- All AOH policies are in effect; all visitors/ users of the AOH Archives will adhere to these policies.
- All AOH Archives departmental policies and procedures apply to all visitors/ users of the AOH Archives.
- Anyone who visits and/or uses the AOH Archives and/or its holdings is asked to familiarize themselves with the AOH Archives **Access & Use Policy**, **Rules of the Archives**, and **Guidelines to Handling Archival Records/ Materials** prior to their arrival at the AOH Archives and/or before accessing and using any AOH Archives holdings.
- Instructions of the Archivist are to be followed accordingly and all archival records/ materials are to be handled with care.

- U.S. copyright and “Fair Use” laws are in effect.
 - Duplication or reproduction of any AOH Archives holdings, in any format, is prohibited without proper authorization and must be done in accordance with departmental policies and procedures - permission of the Archivist and/or Chancellor is required and forms and fees may apply.
 - All quoting, citation, publishing, displaying, etc., of AOH Archives holdings is prohibited without proper authorization and must be done in accordance with departmental policies and procedures – permission of the Archivist and/or Chancellor is required and forms and fees may apply.
- Records/ materials may or may not be available for research or use; restrictions and fees may apply.

APPOINTMENTS

- The AOH Archives is open by appointment only and at the discretion of the Archivist.
 - Appointments are required and must be arranged in advance; the Archivist will determine if an appointment is required and schedule accordingly – pending the nature of the request.
 - Accommodations for individuals with disabilities will be made within reason and to the best of the AOH Archives ability – please notify the Archivist in advance of your appointment to make arrangements.
 - For health and safety reasons, individuals exhibiting signs of illness and/or who are knowingly ill will not be permitted in the AOH Archives – please re-schedule.
 - The AOH Archives is closed for all scheduled AOH administrative holy days/ holidays, inclement weather closures, and as otherwise required.

PROTOCOLS

- A properly worn mask is required at all times in the AOH Archives and while handling any of its holdings.
 - Individuals may provide their own mask or be subject to a fee for use of a disposable mask from the AOH Archives preservation/work supply stock.
 - Other safety equipment may be required as instructed by the AOH Archivist and will be provided free of charge and within reason, if required during a scheduled appointment.
 - Use of such equipment during an unscheduled appointment may incur a fee.
- A completed registration form and proper ID are required for entry into the AOH Archives.

- Registration Forms will remain active for one calendar year (January-December); a new form must be completed each year.
- Current, valid photo ID is required at every appointment and must be presented prior to access and/or use of any archival records/ materials.
 - Valid forms of photo ID: driver's license, state ID, passport, military ID, school ID, AOH ID badge, etc.
- All personal effects are to be properly stowed; storage of such items is at the owner's own risk.
 - Personal items such as coats, umbrellas, bags, backpacks, purses, carrying cases, etc., are not permitted at workstations and/or other areas in the AOH Archives.
 - Personal items may be stowed in designated locations as directed by the Archivist; storage locations are unsupervised.
- All electronic, digital, mobile, photographic, copying/scanning devices, etc., must be disabled/ turned-off and properly stowed as directed; storage of such items is at the owner's own risk.
 - All phone calls and/or text messaging must be done outside of the AOH Archives premises and in the open hallways of the Chancery or outside the building.
- Only paper and pencil are permitted at workstations and throughout the AOH Archives.
 - Laptop computers or other such devices may only be used with permission of the Archivist.
 - The AOH Archives does not provide or permit access to the internet.
- Individuals will be routinely observed and monitored to ensure a safe and quiet work environment for staff and fellow patrons; to prevent theft, damage, and mishandling of records/materials; and to assist with questions, concerns, and emergencies.
- Individuals are not to leave the AOH Archives or its research areas without first informing the Archivist; individuals are not to be left unaccompanied in the AOH Archives or the Chancery.
- Individuals are not permitted to stay past their scheduled appointment time; please plan accordingly to allow for clean-up, copy requests, gathering of personal effects, etc.
- As a health and safety precaution, records/ materials will be quarantined after use and will remain inaccessible until the quarantine period expires.
 - All used/handled items will be quarantined for a minimum of two (02) days.

- AOH Archives holdings are **non-circulating**.
 - The holdings of the AOH Archives are non-circulating and do not leave the premises; all records and materials must be accessed and use onsite in the AOH Archives and under the supervision of the Archivist and AOH Archives staff.
 - Loans and offsite exhibits of records/ materials are not permissible.
- The AOH Archives stacks are **closed stacks**.
 - Only the Archivist and AOH Archives staff may retrieve and shelve the archival holdings.
- The following are not permitted in the AOH Archives:
 - Inappropriate behavior and/or language.
 - Food, drink, gum, etc.
 - Smoking/vaping and/or use of tobacco products.
 - Possession and/or use of alcohol, drugs, weapons/firearms, hazardous/toxic substances/ materials, etc.
 - Animals (service animals may be permitted with proper documentation and with advance arrangements).
 - Possession of insects, rodents, vermin, etc.
- In case of emergency, follow the directions of the Archivist or duly authorized personnel.
- Failure to comply with any and/or all of the rules may result in immediate dismissal from the AOH Archives; restriction on further access and use of the AOH Archives and its holdings; and/or appropriate legal action.