

ROMAN CATHOLIC ARCHDIOCESE OF HARTFORD



OFFICE OF THE ARCHDIOCESAN ARCHIVES

(EST. 1976)

AOH central administrative office since 1976 - professionally managed since 2001

RULES OF THE ARCHIVES

GENERAL RULES

- A scheduled appointment is required to access and use the AOH Archives holdings; appointments are scheduled at the discretion of the AOH Archivist.
- All researchers/visitors must adhere to AOH Administrative Policies, the Rules of the Archives, and instructions of the Archives staff - violations will be addressed accordingly.
- All researchers/visitors are asked to familiarize themselves with the AOH Archives Access & Use Policy, Rules of the Archives, and the Guidelines to Handling Archival Records/ Materials prior to their arrival at the AOH Archives and/or before accessing and using any AOH Archives holdings.
- All records/materials are to be handled with care.
- Records/materials may or may not be available for research or use; restrictions and fees may apply.
- Quarantine protocols for all accessed/used records are in effect; records in quarantine are unavailable until the quarantine period has concluded.

- Accommodations for persons with disabilities will be made within reason and to the best of the AOH Archives ability. Please inform Archives staff of requirements when scheduling an appointment/visit.
 - Service animals may be permitted with advance arrangement and proper documentation.
- Please inform the Archives staff of any known allergens when scheduling an appointment/visit and again upon your arrival at the AOH Archives.
- Individuals who are ill and/or are exhibiting signs of illness will not be permitted entry into the AOH Archives – please reschedule.
- 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.
 - In case of emergency, follow the directions of the Archivist or duly authorized personnel.
- Individuals are not to leave the AOH Archives or its research areas without first informing the Archives staff; individuals are not to be left unaccompanied in the AOH Archives or the Chancery.
 - For safety and security reasons, once exiting the Chancery, re-entry may not be possible and/or permissible.
- 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.
- The AOH Archives is closed for all scheduled AOH administrative holy days/ holidays, inclement weather closures, and as otherwise warranted or required.

PROTOCOLS
Masks & Other Protective Equipment

- A properly worn mask is required in all AOH Archives areas at all times.
 - 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 protective equipment may be required as instructed by the Archives staff and will be provided within reason (free of charge), if required during a scheduled appointment. (Such items may include gloves, goggles, aprons, etc.)
 - Use of such equipment during an unscheduled appointment may incur a fee.

PROTOCOLS **Registration & Identification**

- 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 with signature is required at every appointment/visit and must be presented prior to access/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.

PROTOCOLS **Personal Belongings & Electronic/Digital Devices**

- 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 Archives staff; storage locations are unsupervised.
- All electronic/digital, computer, phone, mobile, photographic, recording, coping/scanning devices, etc., must be disabled or turned-off and properly stowed as directed; storage of such items is at the owner's own risk.
- All phone/mobile devices must be disabled or turned to silence/vibrate mode. All calls and/or text messaging must be done outside of the AOH Archives premises – either in the open stairwells of the Chancery or outside the building.
- The AOH Archives does not provide or permit access to the internet.

PROTOCOLS
Note Taking & Photographing

- Only pencil and paper are permitted at workstations and throughout the AOH Archives; no pens, markers, etc.
 - Pencil and paper will be provided within reason (free of charge) during a scheduled appointment/visit.
- The use of laptops and/or electronic/digital devices (for note taking only) are at the discretion of the Archivist; arrangements must be made in advance of appointment/visit.
- Photographing as a form of note taking is at the discretion of the Archivist and requires prior permission; flash photography is prohibited.

PROTOCOLS
Copyright, Copying, & Permissions

- U. S. copyright laws apply.
 - 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 - 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 – permission of the Archivist and/or Chancellor is required and forms and fees may apply.

NOTICES

- The AOH Archives stacks are “closed stacks.”
 - Only the Archives staff may retrieve and reshelve records/materials.
- AOH Archives holdings are “non-circulating.”
 - The holdings of the AOH Archives do not leave the Archives premises; all records/materials must be accessed and use onsite in the AOH Archives and under the supervision of the Archives staff.

- The following are not permitted in the AOH Archives:
 - Food, drink, gum, etc.
 - Inappropriate behavior and/or language.
 - Theft and/or vandalism of records/materials.
 - Smoking/vaping and/or use of tobacco or hallucinogenic products.
 - Possession and/or use of alcohol, illicit drugs, weapons/firearms, hazardous/toxic substances and/or items, etc.
- Failure to comply with any and/or all of the Archives 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.