



# ARCHDIOCESE of HARTFORD

## Office of the Archdiocesan Archives

### RULES OF THE ARCHIVES

#### NOTICE

- The following rules are not exhaustive and are to be read in conjunction with the **AOH Archives Access & Use Policy** and **Guide to Handling Archival Records/ Materials**.

#### ACCESS & APPOINTMENTS

- The AOH Archives is open by appointment only. Appointments are required and scheduled at the discretion of the Archivist pending the nature of the request, classification of records, preservation issues, staff availability, open workspace, and other prevailing matters.
  - Please refer to the **AOH Archives Access & Use Policy** regarding appointments.
- Records/ materials may or may not be available for research or use pending noted restrictions, current classification of the records, preservation issues, etc.
- Quarantine protocols for all accessed and used records/ materials are in effect. Records in quarantine are unavailable until the quarantine period has concluded. (The Archivist sets and adjusts quarantine timelines as applicable.)
  - Quarantining is a standard professional Archives preservation protocol.
- Accommodations for persons with disabilities will be made within reason and to the best of the AOH Archives ability. Please inform AOH Archives staff of requirements when scheduling an appointment/ visit and again upon your arrival at the AOH Archives.

- Please inform the AOH 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.
- Please contact the AOH Archives as soon as possible if you are running late and/or unable to keep your scheduled appointment/ visit. Re-scheduling will be accommodated within reason.
- The AOH Archives is closed for all scheduled AOH administrative holy days/ holidays, inclement weather closures, and as otherwise required.

## IDENTIFICATION & REGISTRATION

- **Proper ID** and a completed **AOH Archives Registration Form** are required prior to access and use of any AOH Archives holdings.
- 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.
  - Valid forms of photo ID: driver's license, state ID, passport, military ID, school ID, AOH ID badge, etc.

## PERSONAL BELONGINGS

- All personal effects are to be properly stowed in designated areas upon arrival. AOH Archives staff will provide direction as applicable. Storage of such items is at the owner's own risk.
  - Personal effects such as coats, umbrellas, bags, backpacks, purses, mobile devices, laptops, cameras, etc., are not permitted at workstations and/or other areas in the AOH Archives.

**NOTE TAKING & USE OF:  
DIGITAL/ ELECTRONIC, MOBILE, PHOTOGRAPHING, RECORDING DEVICES, ETC.**

- All digital/ electronic, computer, laptop, phone, mobile, photographic, recording, copying/scanning devices, etc., must be disabled and/or turned off and properly stowed as directed by the AOH Archives staff; 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 use of laptops and/or digital/ electronic devices (for note taking only) are at the discretion of the Archivist; arrangements must be made in advance of appointment/ visit.
- The AOH Archives does not provide or permit access to the internet.
- Photographing as a form of note taking is at the discretion of the Archivist and requires prior permission; flash photography is prohibited.
- 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.

**MASKS & PPE**

- For the health, safety, and ongoing preservation of the archival holdings as well as the AOH Archives staff, fellow researchers, and visitors, a properly worn mask is required in the AOH Archives for anyone engaging research and/or handling archival records/ materials. Additional PPE may be required pending the nature of the records/ materials in use (AOH Archives staff will advise as applicable).
- Individuals may provide their own mask or be provided with a disposable mask from the AOH Archives preservation stock. (Additional masks may incur a fee.)

## PERSONAL ACCOUNTABILITY

- All researchers/ visitors must adhere to AOH policies, AOH Archives departmental policies, and the instructions of the AOH Archives staff (violations will be addressed accordingly). Additionally, said persons should familiarize themselves with the **AOH Archives Access & Use Policy, Rules of the Archives, and Guide to Handling Archival Records/ Materials** prior to their arrival at the AOH Archives.
- The AOH Archives is a private corporate and religious records repository. The records/ materials held in the AOH Archives are private and/or sacred in nature and are the intellectual and physical property of AOH. Said items hold cultural and historic value for the archdiocese and its enduring legacy.
  - Please be mindful and respectful of the archival holdings and the location/ environment in which they are held and administered.
  - All records/ materials are to be handled with care.

## COPYING & COPYRIGHT

- Copying protocols.
  - AOH Archives records/ materials may be copied in accordance with departmental policies.
- U. S. copyright laws apply.
  - Duplication and/or reproduction of any AOH Archives records/ materials 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. Forms are available via the Archivist; fees may apply.
  - All quoting, citation, publishing, displaying, etc., of AOH Archives records/ materials is prohibited without proper authorization and must be done in accordance with departmental policies. Permission of the Archivist and/or Chancellor is required. Forms are available via the Archivist; fees may apply.
- Citation procedures.
  - Reference and follow preferred citations for AOH Archives collections as noted in the finding aids or as follows:

- For most AOH Archives collections, cite as:

Collection title, date; item description, dates. COLL. #, box #, folder/item/volume #. Archdiocesan Archives, Roman Catholic Archdiocese of Hartford, Hartford, Conn.

- For most publicity/media credit lines:

Courtesy of the Archdiocesan Archives, Roman Catholic Archdiocese of Hartford, Hartford, Conn.

## CLOSED STACKS & NON-CIRCULATING ITEMS

- AOH Archives stacks are **closed stacks**.
  - Only AOH Archives staff may access, pull, move, shelve records/ materials, etc.
- AOH Archives collections are **non-circulating**.
  - Records do not leave the AOH Archives premises; all use of records/ materials and all research/ project work, etc., must be done onsite in the AOH Archives and under the supervision of the AOH Archives staff.
  - Loans and offsite exhibits of records/ materials are not permissible without exclusive permission of the Archivist and the Chancellor (appropriate legal and liability paperwork must be completed and fees may apply).

## PROTOCOLS

- Researchers/ visitors are not permitted to be unaccompanied in the Chancery or the AOH Archives itself.
  - For safety and security reasons, once exiting the Chancery, re-entry may not be possible and/or permissible.
- Individuals will be routinely observed and monitored to ensure a safe and quiet work environment for fellow researchers, staff, and other visitors; 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 AOH Archives staff or duly authorized personnel.

- Researchers/ visitors are not to leave the AOH Archives Reading Room or other areas without first informing the AOH Archives staff; all records/ materials must remain in the Reading Room. (Includes restroom breaks, phone calls, etc.)
- Researchers/ visitors 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 following are not permitted in the AOH Archives:
  - Food, drink, gum, etc.
  - Pens, markers, etc.
  - Pets and/or other animals
    - Service animals must be pre-arranged with the Archivist prior to any appointment/ visit and again upon arrival at the AOH Archives
  - Inappropriate behavior and/or language
  - Theft and/or vandalism of records/materials
  - Smoking/vaping and/or use of tobacco products
  - Possession and/or use of alcohol, illicit drugs, weapons/ firearms, hazardous/ toxic substances and/or items, etc.
  - Other elements deemed disruptive, disrespectful, harmful, etc. – as discerned by the Archivist and/or Chancellor
- Failure to comply with any and/or all of the AOH Archives rules may result in immediate dismissal from the AOH Archives itself; restriction on further access and use of the AOH Archives and its holdings; and/or appropriate legal action.