



DIOCESE OF HAMILTON

BISHOP FARRELL LIBRARY & ARCHIVES

ARCHIVES RESEARCH REGULATIONS

The Bishop Farrell Library & Archives is mandated with the stewardship of all documents in its collections. Researchers who wish to consult the collections are kindly requested to adhere to the following rules set out for the care of our facilities, collections, staff, and patrons.

Please read the following rules and regulations and sign the agreement at the end of this form.

Use of Library & Archives Facilities

1. Users are required to sign in and out at the Library circulation desk.
2. Users are not allowed access to the stack areas or staff offices. Staff will supply archival materials to researchers.
3. As a security measure, the Bishop Farrell Library & Archives reserves the right to inspect all articles used in the Library. While in the Library, coats are to be hung and personal belongings (briefcases, knapsacks, purses, etc.) must be stored underneath the reading table.
4. The Diocese of Hamilton will not be held responsible for the loss, damage, or theft of personal effects belonging to users.
5. Users must conduct themselves in an appropriate manner. Loud, disrespectful, or abusive language or behaviour is prohibited.
6. Internet access is provided on a patron use computer located in the Library, as is complimentary wireless access for users with their own computers. Users are not permitted to play computer games, download software, or to send, receive, or display text or graphics that are illegal or perceived as obscene or offensive.
7. No food or beverages, including water bottles are allowed in the Library.
8. Pens are not allowed. Pencil and paper, or a laptop or tablet may be used when taking notes. Pencils can be borrowed from the Library circulation desk.

Consulting the Documents

9. Staff from the Bishop Farrell Library & Archives are available to assist and guide researchers.
10. Users are responsible for all collection materials provided to them until the items have been returned to staff.
11. Materials may not be removed from the Library under any circumstances.
12. Mutilation, destruction, and theft of materials may be subject to prosecution.
13. Hands must be clean and free of hand lotion or cream before collection material is handled.



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14. All materials must be handled with care. Work with one file at a time. Special attention must be taken with photographs, maps, fragile, or oversized items. Staff will inform users of procedures specific to the collection.
15. **Do not rearrange the order of materials.** Maintaining the exact classification and order of documents is crucial. If a mistake in arrangement is discovered or items appear missing, please notify staff.
16. Do not annotate, mark, erase, tear, fold, or damage collection material.
17. Do not remove any metal fasteners such as staples or paper clips.
18. Please use the paper flag provided to mark a page or file. Do not use book marks, post-it notes, paper clips, or other items. The paper flags can also be used to indicate pages for duplication.
19. Do not remove documents from protective sleeves without permission from staff.
20. Do not apply pressure to the documents or place any items on the documents. Book weights can be provided if necessary.

Reproducing Documents

21. A Reproduction Request Form must be completed in order for documents in the Archival collections to be reproduced in any format.
22. Reproductions are to be made for research or private study only. Staff will inspect all items prior to reproduction. The Bishop Farrell Library & Archives reserves the right to refuse a reproduction request if it is deemed harmful to the item or in violation of copyright or other restrictions.
23. Separate written permission is required to publish, broadcast, exhibit, or display online any reproductions. A Request to Publish Form must be completed and approved.
24. Users accept full responsibility for complying with the *Canadian Copyright Act* and with any other restrictions that may apply to the collection. The Bishop Farrell Library & Archives assumes no responsibility for unauthorized use of collection material by users.
25. Reproductions made by users will not be represented as official versions of the documents reproduced.
26. Personal cameras may be used, following the completion of a Reproduction Request Form. Staff will provide an Institutional Identification Card to be included in all photographs. To ensure proper citation and to facilitate relocation of items, the source of the material and its reference number must be captured in the reproduction. This information can be added to the Institutional Identification Card. Staff are available to assist.
27. Flash photography, lights, floor tripods, or scanners may not be used. The Bishop Farrell Library & Archives reserves the right to refuse the use of any device deemed to have potential negative effects on the documents.
28. Photographing of other patrons or staff is prohibited.



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29. Photographing of Bishop Farrell Library & Archives facilities is prohibited without express permission from staff.

Restrictions on Use

- 30. Users warrant that they will not use Bishop Farrell Library & Archives collections in a manner that would infringe the rights of others.
- 31. The use of certain materials is restricted by confidentiality, statutes, office of origin, or donor.
- 32. Users may not quote or disclose personal information about a living individual without consent of the individual.
- 33. The Bishop Farrell Library & Archives reserves the right to restrict access to records that are unprocessed or are exceptionally fragile. In some cases, copies may be substituted for originals.

Received by: (BFLA Staff)	Received from: (Researcher)
Date:	Date:
Approved:	Date: