

The Diocesan Archives Committee
Policies

Lending Policy

1. Item must be in good condition
2. A condition report, signed by the Archivist, must accompany the loan agreement and be acknowledged by the borrowing institution.
3. Security must meet archival standards, that is, locked cases, approved lighting and a secure building, preferably with 24-hour security.
4. The borrowing institution is responsible for insurance, packing and shipping
5. The item cannot be photographed or published with the prior consent of the Archives of the Diocese of Rupert's Land.

Deaccessioning Policy

Deaccessioning is a serious matter and requires careful consideration and appraisal. The Diocesan Archives Committee will recommend records for deaccessioning to the Archivist for approval.

The following criteria must be met before approval is given:

1. the record does not conform to the collections policy
2. multiple copies exist in the Archives
3. the record is damaged beyond conservation and is unreadable
4. the legal owner has requested its return
5. it rightfully belongs to another repository
6. a list of records for deaccessioning must be signed by the Archivist and another member of the committee.

Policy for Researchers

1. The Archives of the Diocese of Rupert's Land welcome bona fide researchers and attempts to assist them in their research, subject, as always, to limitations of time and space. The Archives of the Diocese of Rupert's Land are a private Archives whose first responsibility is to serve the needs of its sponsoring body, the Diocese of Rupert's Land.
2. Researchers will make an appointment before visiting the Archives
3. Researchers will fill out a registration form upon arrival in the Archives, and pay the appropriate fee.
4. Copyright: The Archives can give copies of copyright material for personal use and

private study only. The researcher is himself/herself responsible for securing permission from the owners of the copyright. The Archives retains copyright on all material that is exclusive to the Rupert's Land Archives

5. There will be no wholesale transfer of information or records to another repository or research center.
6. The Archives will receive appropriate credit in any published work, and a complimentary copy.
7. Categories of Researchers: The categories of researchers are:
 - a. Academic researchers who are members of a recognized institution whose research is carried on as part of an academic career and which may be for publication (book, article, review, etc)
 - b. Students who are members of universities, community colleges, or high schools whose research is part of their academic program.
 - c. Professional researchers who are carrying on research on behalf of others (e.g. – a third party researcher) and may be receiving fees for their work.
 - d. Family researchers who are exploring their own family heritage.
 - e. Legal researchers who are members of the legal profession, and/or those working on their behalf.
8. Special requirements for each category:
 - a. Academic researcher will be expected to provide a statement of the purposes and objectives of their research on letterhead. A letter of introduction from someone known to the Archivist is very helpful.
 - b. Students and researchers **MUST** have a letter of introduction from the primary researcher.
 - c. Professional researchers conducting genealogical research on behalf of other **MUST** provide a letter of introduction and permission from a member of the family whose family tree is being researched.
 - d. Genealogical researchers will be granted access for the purpose of researching a particular individual or family.
 - e. Legal researchers will be expected to provide a statement of purposes and objectives of their research on letterhead, and to obtain, in writing, the ad hoc permission of the Archivist before commencing their proposed research. The Archivist will provide notification of his intent to grant permission to conduct legal research, in writing, to the Bishop and/or the Chancellor prior to the commencement of research, for their advise.
9. Fees: These are subject to change from time to time at the discretion of the Archives Committee. Researchers will pay an annual registration fee. Please see the attached fee schedule.

FEE SCHEDULE

OCTOBER 1999

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| 1. Certificates of Baptism, Confirmation, Marriage and Burial | \$15.00 each |
| 2. Photocopies & prints from microfilm | \$00.25 each |
| 3. Research | \$10.00/hour |
| 4. Registration Fees: | |
| a. Academic/Profession/Legal researcher | \$20.00/year |
| b. Student/Family researcher | \$10.00/year |

All fees subject to Archivist's discretion.