



Appendix 2: Rules for Use of the Archives

1. ACCESS

1.1 Academic and other researchers requesting access to records held in the Adelaide Catholic Archdiocesan Archives (ACAA) must first apply in writing by completing the *Application for Access to the Archives* form, Appendix 3. This form can be obtained from the Archivist or from the Archdiocese website.

1.2 Genealogical researchers must first apply in writing and provide all relevant information as requested by archive staff. Genealogists are also required to complete the family history *Research Enquiry Form*.

2. USE OF THE SEARCH ROOM

2.1 General

- All persons admitted into the search room are required to sign the visitors' book and state their full names, addresses and the subject of their research.
- Only pencils are allowed in the search room. Researchers are asked not to use No fountain pens or ballpoint pens.
- Food or drink is not permitted in the search room
- Use of mobile phones is prohibited in the search room

2.2 Use and care of documents

- Users can only have access to one box of files at any one time.
- No mark of any kind may be made on any document, paper or book
- Care must be taken to ensure that the original order of records which are loose in folders, bundles or boxes, are maintained at all times.
 - Where papers are fastened together, the fastening must not be removed or altered.
- All records must always be handled with the greatest care and respect.
- Users must be careful to avoid placing their hands, arms or writing materials on the records

2.3. Copying

The Archivist may copy or scan a small amount of material on request, for private research purposes *only*. Researchers may also request to photograph a small number of records.

Each request is considered on a case by case basis and may be refused due to the following reasons:

- documents are fragile and might suffer damage as a result of the copying process
- the material is restricted by copyright
- copies are to be used for a purpose other than private research purposes.
- copies are intended for online publication

2.3.1 Photographs

The Archivist may copy or scan a small quantity of photographs on request, for private research purposes *only*.

Permission may be refused on the same grounds as listed above

Researchers are asked to complete the copyright form before the photographs can be copied.

3. FEES

On-Site Visitor

Assisted genealogy & other research: \$40 per visit

Research conducted by archives staff: \$40/hour (capped at two hours)

Reprographics

Photocopying / Scanning / Printing -

A4 - \$1 per page

A3 - \$2 per page

Payment Method

Payments are accepted by credit card only; card details are taken at the time of the appointment.

When research has been undertaken by archive staff on behalf of the researcher, an invoice will be sent out with any results of the research.

Payment is expected within 4 weeks of the invoice being issued.