

Things for Researchers to Keep in Mind in Using the Archives

1. Pens are not allowed in the research room. Researchers will be provided with a pencil. Coats are to be hung in the provided closet.
2. Researchers are not allowed in the stacks area. A few boxes at a time will be brought out. Researchers may not rearrange the file order in any way.
3. Persons who misrepresent what they are researching will not be allowed back into the archives.
4. Nothing can be taken home or in any other way taken out of the archives.
5. A few copies can be made with no charge, however larger copying projects should be paid for.
6. The archivist is not a researcher, it is not the job of the archivist to do the research for someone.
7. The exception to number 6 is for internal projects of the province.
8. Parishes staffed by the province should provide at least 16 weeks notice for any research they need.
9. Files of deceased friars are closed for twenty years after the friar's death. Most sensitive documents are not kept in the archives but in the Provincial Office.
10. Any item published from the archives should carry the notice "Courtesy of the Archives, Province of Our Lady of Consolation, Conventual Franciscan Friars."
11. Researchers are bound by copyright laws of the United States of America.
12. The archival material of a living friar requires permission of that friar to be used.