



Rockhampton Catholic Diocesan Archives (RCDA)

Rules for Use of the Rockhampton Catholic Diocesan Archives (RCDA)

1. Access

- 1.1 Rockhampton Catholic Diocese Archives (RCDA) as a Church Archives is not a public resource but a restricted and limited collection with use by authorised persons only.
- 1.2 Conditions of access have been imposed according to prevailing regulations for the protection of confidentiality of the records. Access may also be refused to items in poor or fragile condition and / or due to classification and without a proven requirement.
- 1.3 Access to records held in the Rockhampton Catholic Diocese Archives (RCDA) is made under the following conditions:
 - a) Use of the Archives is available only by appointment and prior arrangement
 - b) Application is to be in writing stating clearly the nature and purpose of their research, supplying a reference from an academic supervisor or other appropriate person stating the same, and must abide by the decision. (Forms for this purpose may be obtained from the archivist or downloaded from the internet).
 - c) That they abide by the rules relating to the conditions of access and sign the agreement of terms for access and use.
 - d) All information is supplied only in response to a written request.
 - e) Restrictions and classifications applied to collection are complied with.
 - f) Any approved copying is compliant with the Copyright Act 1968 and the Copyright Amendment Act 2006 and use and reproduction of images, photographs and pictures occurs with appropriate acknowledgement and permission of the RCDA.

2. Genealogical Research

- 2.1 Persons undertaking genealogical research will generally not be admitted to the RCDA facility.
- 2.2 Persons who seek to trace genealogical or “family” trees or other Sacramental records will need to satisfy the Archivist of their entitlement to this information by emailing an Inquiry Request Form to archives@rok.catholic.net.au. Form are available from <http://www.rok.catholic.net.au/diocese-archives.html>.
- 2.3 As the Archives is staffed part-time, routine searches will generally be finalised within one month of the enquiry being lodged or inquirer provided with a status update within 28 days of enquiry being received.
- 2.4 As diocesan resources are used to undertake searches, there is a charge for each search (see 4. Fees).

- 2.5 Please note that a search of the standard registers may not produce a result. If this occurs, the inquirer will be advised of which registers were searched. As diocesan resources have been expended, no refund will be given for unsuccessful searches.
- 2.4 Should further information become available at a later stage, the enquiry will be regarded as a new search.

3. Use of the Search room

3.1 General

- 3.1.1 All persons admitted into the Search Room are required to sign the Visitors' Book and to state their full names and addresses and (where appropriate) the subject of their research.
- 3.1.2 No fountain pens or ballpoint pens may be used in the Search Room. Pencils only are allowed. Food or drink is not allowed in the Search Room.

3.2 Use and Care of Documents

- 3.2.1 Only the archivist and/or archival volunteer may enter the archives storage areas and open or remove boxes or other items from the shelves
- 3.2.2 Users may have no more than one archival box at any one time. No mark of any kind may be made on any document, paper or book
- 3.2.3 Care must be taken to ensure that the original order of papers, cards, etc which are loose in folders, bundles or boxes, is maintained at all times. Where papers are fastened together in any way, the fastening must not be removed or interfered with in any manner
- 3.2.4 Newspapers, books and original documents 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 open pages. No marks of any kind may be made on any archival material.

3.3 Copying

- 3.3.1 Upon request, the Archivist may copy documents for a researcher. This request may be refused in cases where documents are very fragile and/or might suffer damage as the result of the copying process. The researcher must abide by the Archivists' decision.
- 3.3.2 Any approved copying is compliant with the Copyright Act 1968 and the Copyright Amendment Act 2006 and use and reproduction of images, photographs and pictures occurs with appropriate acknowledgement and permission of the RCDA.

4. Fees

- 4.1 The Diocese will charge fees for Archives Services. See the Archives Services fee Schedule available at <http://www.rok.catholic.net.au/diocese-archives.html>.