

## **REGULATIONS ON THE USE OF MATERIAL FROM THE DIOCESAN ARCHIVES OF THE CATHOLIC CHURCH**

1. The Diocesan Archives (hereinafter: ŠA) is a historical archival institution under the (arch)dioceses of the Catholic Church in the Republic of Slovenia.
2. The ŠA reading rooms are open to visitors every working day. The opening hours of individual archives are determined by special internal regulations issued by its management. In accordance with the archives' regulations, the reading rooms are closed on church holidays, non-working days, and collective annual leave.
3. Client services are governed by these regulations, the Ordinance on the Preservation and Use of the Archives of the Catholic Church in the Republic of Slovenia, general Church legislation, and sector-specific legislation of the Republic of Slovenia, unless it is contrary to Church legislation.
4. Material may only be used in the ŠA reading room under the supervision of the archival staff.
5. It is forbidden to talk loudly in the archives reading room so as not to disturb other users; cell phones and other electronic devices must be silenced or turned off.
6. Visitors must leave their coats in the designated area.
7. The ŠA archival material is available for scholarly and professional purposes.
8. All material older than fifty years is, as a rule, available for research purposes, unless otherwise specified by the donor.
9. Material from estates are made available fifty years after the death of their creators, unless otherwise specified by the creators themselves.
10. Files containing personal information are made available to researchers eighty years after their creation or twenty years after the death of the person that they refer to if the date of his or her death is known and unless otherwise specified by other provisions. Users are held criminally responsible for the misuse of personal information as well as for the infringement of copyright and related rights arising from the unauthorized use of archival material.
11. In exceptional and justified cases, the responsible bishop ordinary may authorize the use of material subject to time limitation. The written request must state the applicant's address and occupation as well as the purpose for which the requested material will be used. Permission is linked to a specific subject matter and/or person and granted for a limited time.
12. Material made temporarily unavailable is material that is undergoing professional processing and material that is so fragile that any use may cause further damage to it. Digitized material may only be

viewed in electronic form. In exceptional and justified cases, the responsible bishop ordinary may authorize the use of the originals of digitized material.

13. Material on civil register data (civil registers, *status animarum*, marriage records, registers of banns, parish files) is made available one hundred years after creation. Security copies of archival material (e.g., copies of civil registers) are not intended for use.

14. Original civil registers and copies thereof (transcripts, microfilms, and scanned copies) cannot be photographed in their entirety or reproduced in any way. Permission is granted to reproduce no more than twenty-five pages or no more than 25% of a volume. The same applies to the *status animarum* and registers of banns. Access to material may be denied to users infringing this provision.

15. Users requesting access to material for the first time in the current year must fill out the user registration form.

16. User records are kept on a daily basis by entering the information on the user and material used on each visit.

17. The method of ordering archival material is governed by the internal regulations of individual archives.

18. The reference archivist delivers the material ordered to the user in the specified area of the reading room. The user turns to the duty archivist for all information regarding archival material.

19. Once finished, the user must return the material undamaged, bearing material responsibility for any damage or destruction caused to the material.

20. When applying for the use of archival material, minor users must, apart from their personal data, also provide the data of their research supervisor or any other person that will be present during the handling of the archival material. Applying for the use of archival material, they must also submit a statement of the school or any other institution related to the subject under their investigation. Parents or research supervisors must provide a written agreement that they will assume responsibility for any damage.

21. Users are not allowed access to archival storage areas. They are also not allowed to search and take the prepared material on their own accord.

22. The use of gloves is mandatory when handling archival material. Users must take care to preserve the order of files and not to cause damage to material. It is strictly forbidden to write on or underline original texts, to write on material placed on them, to lean on them, or to change their order. Books may only be used on the designated tables.

23. Apart from archival material, the only accessories allowed on the user's desk in the reading room are those that are indispensable for its use. These are paper, a pencil, and a laptop. It is forbidden to use markers, ballpoint pens, and correction accessories. No food or drinks are allowed on the user's desk.
24. The method of preparing archival material for reproduction is governed by the internal regulations, issued by the management of individual archives.
25. Users may only use one fascicle at a time, three volumes, three paper documents, and so on. Up to nine units may be ordered the same day. If circumstances require, individual archives may limit the number of units to be delivered to users.
26. Once finished, users must stack and arrange the documents on the lower left corner of their desk with all materials returned to their folders, fascicles, and boxes. Care must be taken not to damage and change the technical equipment of individual units. The material is then returned to the archivist in the reading room, who examines it and returns it to its place.
27. For the sake of the preservation of archival material, protection of personal data, and other circumstances, it is not possible to reproduce entire groups of records and collections or major parts thereof. Archivists in individual archives decide on the form and permissibility of reproducing material. Photocopies may only be made of records on paper that are in good condition and for which the archivist deems that they will not be damaged in the process. It is forbidden to make photocopies of material bound into books or bundles, parchment documents, and archival lists and inventories.
28. For every reproduction, users must fill out a form that includes information about the user, the material used, and the purpose of the reproduction.
29. Without the archive's explicit authorization, it is forbidden to publish material online or in printed form.
30. The director of the archives may refuse access to users that behave inappropriately in the reading room or attempt to steal archival material and, if necessary, shall report the offender to the police.
31. Without the archive's explicit authorization, it is forbidden to publish material in electronic or printed form. Users must submit to the Diocesan Archives an issue of the publication that includes its archival material.
32. Regarding the accessibility of archival materials, the provisions of these regulations apply to all archives of the Catholic Church in the Republic of Slovenia.

These regulations were confirmed by the Slovenian Bishops' Conference at its one-hundredth regular session held on May 8th, 2017. No. 94–6/16

Msgr. Stanislav Zore, O.F.M., President of the Slovenian Bishops' Conference