



# Archivum Provinciæ Carmelitarum Melitensis

## Code of Conduct

### [1] Purpose

- a. The purpose of this Code of Conduct is to establish and safeguard proper behaviour while handling archival material found in the consultable section of the *Archivum Provinciæ Carmelitarum Melitensis*, hereafter referred to as the APCM.
- b. This Code of Conduct applies to researchers as well as the Provincial Archivist of the Maltese Carmelite Province, hereafter referred to as the Archivist.

### [2] Admission

- a. Only qualified researchers and scholars, representing and/or working for academic and/or cultural institutions are allowed to consult archival material found in the APCM.
- b. Prior booking with the Archivist is needed in order to be able to consult the APCM.
- c. An appointment is granted upon presentation of an appropriate form of identification, namely, ID card, driving licence, or passport for first time visitors, and the Reader's Ticket for all others.
- d. Contacting the Archivist via email [arkivju@karmelitani.org], one is to clarify the purpose of one's visit, the aim and content of the research being carried out, as well as the institution one is representing and/or working for. The pertinent material will be prepared beforehand by the Archivist for the visitor to consult in the Reading Room, and will be put back in its place also by the Archivist.
- e. First time visitors to the APCM are to sign an Admissions & Data Protection Form agreeing to these terms as well as giving consent for the preservation of confidential data, according to the *Regulation on the Protection of Natural Persons with Regard to the Processing of Personal Data and on the Free Movement of Such Data* as enacted by the General Data Protection Regulation (EU) on 25 May 2018, consultable under the Regulation (EU) 2016/679 of the European Parliament and Council of the European Union.
- f. The researcher is to abide by the time of appointment given by the Archivist.

### [3] Reader's Ticket

- a. Admittance to the APCM is granted upon presentation of a Reader's Ticket.
- b. A Reader's Ticket is a registration number which is issued to first time visitors upon signing the present Code of Conduct.
- c. For reasons of environmental sustainability, the Reader's Ticket is in digital form.
- d. A Reader's Ticket gives access to all open original documents, unless a surrogate exists.
- e. Reader's Tickets are available only to persons aged 16 years or over. Proof of identity and current address is required.

- f. Please note that it is your responsibility to provide official translations for foreign documents, where necessary.
- g. All tickets are non-transferable. Only one current Reader's Ticket may be held per person.
- h. Lost or stolen tickets must be reported immediately. Ticket holders are responsible for any use of a ticket issued to them unless and until they have reported it stolen. The ticket is at all times the property of the APCM and must be surrendered on demand.
- i. Persons under 18 years of age should provide their parent or guardian's written consent to access and make use of the APCM premises. with an accompanying adult who accepts responsibility for the child/minor during their visit. The child/minor must remain with the responsible adult at all times. All rules apply equally to children, and they will be asked to leave if any rules are broken, for example through noise or disturbance to other readers. The Reading Room is unsuitable for young children.

#### **[4] Consultation**

- a. Handling of archival material is to be done with great care out of respect for past as well as future generations.
- b. Only pencil and paper are allowed in the Reading Room.
- c. Computers and/or tablets are allowed in the Reading Room.
- d. Photocopying or photographing of archival material is to be done with prior consent of the Archivist. No flash photography or use of tripods is allowed. No material found in the APCM which is so copied can be reproduced or published without a prior written consent from the Archivist.
- e. Protective gloves, provided by the APCM, are to be worn when handling older parchment-based material.
- f. Only one item at a time is allowed per researcher in the Reading Room. An item can be an archival box or a *folio*, depending on the case.
- g. In the case of damaged material, the researcher is to report the case to the Archivist immediately.
- h. Researchers are to observe silence during consultation in the APCM.
- i. Researchers are limited to the Reading Room. Access to the depository areas is not allowed.

#### **[5] Prohibitions**

- a. The researcher must not allow any animal (other than an assistance dog for the blind) belonging to them or under their control to enter or remain in the APCM.
- b. The researcher must not bring into the APCM any wheeled vehicle, other than a wheelchair or a child's pram or pushchair.
- c. The researcher must not bring into the APCM any item of luggage.
- d. The researcher must not bring into the APCM any food or beverage.
- e. The researcher must not wear or bring into the APCM any item which might cause damage or which can be used to conceal, record, or cause obstruction in the Reading Room. The Archivist retains the right to remove any item which might compromise the security of the documents and the premises.
- f. The researcher must not deliberately, carelessly, or negligently mark, soil, tear, cut, deface, damage, injure, or destroy any archival material, the furniture, or other contents of the APCM.
- g. The researcher must not behave in a disorderly manner, access or view pornographic, unlawful, or offensive material, use or display violent, abusive, or obscene language, harass other researchers

or the Archivist, and intentionally or recklessly cause or do anything likely to cause injury (physical, psychological, or otherwise) to other persons. Such behaviour will immediately result in the exclusion or removal from the APCM for a definite or indefinite period of time, pending investigation.

h. The researcher must not offer anything for sale, or intentionally display, distribute, or leave any bill, placard, notice or other document in the APCM.

i. The researcher must not lie, stand, or climb on the furniture or fittings of the APCM, or sit or lie on the floor, other than the chairs provided for public use.

j. The researcher must not smoke, light a match, use a cigarette lighter, or an e-cigarette in any part of the APCM.

k. No video recording is permitted within the APCM without approval of the Archivist. All approved video recording will take place in an invigilated area.

l. The use of chat rooms on the internet is prohibited in the APCM.

m. The following are further inappropriate forms of behaviour in the handling of archival material:

- i. Writing or marking on a document.
- ii. Folding or creasing a document.
- iii. Any unnecessary handling or touching of a document.
- iv. Handling photographs and negatives without using the gloves provided.
- v. Allowing a document to hang over the edge of a table.
- vi. Licking or moistening fingers while handling a document.
- vii. Flicking or fanning through the pages of a document.
- viii. Use of an instrument to turn the pages of a document.
- ix. Leaning, or placing objects on the document.
- x. Re-arranging the order of loose documents or removing any tags, staples or other binding from documents, and failure to use equipment such as foam wedges to support bound volumes.
- xi. Tracing of documents.
- xii. Carrying microfilms except in the appropriate box.

n. Anyone who breaks any of the foregoing rules shall be liable to have the records which they are using removed and to be immediately excluded from the APCM for a minimum period of one month pending investigation, at the discretion of the Archivist. Anyone may be excluded or removed from the APCM if there is reasonable ground for belief that it is necessary for the proper use and regulation of this Code of Conduct. Any incidence of theft from or wilful damage to the records will be treated as a criminal offence.

o. Anyone who fails to comply with instructions given by the Archivist (relating, for example, to document handling) may be issued with a written caution. Failure to comply with this caution could result in exclusion from the APCM premises and services.

p. The closure period of the APCM, put in place to safeguard the rightful confidentiality of the entities it represents as well as persons who might still be living, is fifty years. Therefore, it is prohibited to consult any material in the APCM that originates from this period. Consultation of such material will occasionally be allowed by special permission, which is only granted according to the discretion of the Archivist.

## **[6] Permissions**

- a. Applications for permission to use copies for publication (including website publication), exhibition, broadcast, or any other purpose must be addressed to the current owner(s) of the copyright in the original document.
- b. Anyone wishing to reproduce the material in transcript, translation or facsimile is responsible for identifying the current owner and for obtaining any permission required.
- c. One must adhere to the GDPR regulation when using copies which contain personal or sensitive information which can in any way be linked to living individuals.
- d. Researchers must observe Maltese/EU copyright laws, as well as the GDPR regulation previously quoted in no. 2(d). Researchers are responsible for any infringements.
- e. Any use of copies for a commercial purpose will require permission from the APCM against payment.

**Approved by Provincial Council**

16 September 2020