

All Saints Church Archives Use Policies/Procedures REVISED 8-31-23

The goal of the Archives Ministry is to organize and preserve the All Saints Church Archives so that they may be useable now and in the future by All Saints Church staff and Vestry members, and, as resources permit, with others who have a research interest in the church's history.

As many items in the Archives are unique, sometimes fragile, and require care to be kept in order, the Archives Ministry Team has established policies/procedures for their use.

Making an Appointment

1. Use of the materials in the Archive is by appointment.
2. To request an appointment, send an email to: archives@allsaints-pas.org, including in your email a description of your research needs.

Using Archival Materials

3. A member of the Archives Team will facilitate use of materials during your appointment.
4. Before using archival materials, please wash your hands thoroughly with soap and water. Do not use creams or hand sanitizers. Gloves will be provided if necessary. Note that the handling of paper documents is better done with clean hands than with gloved hands.
5. Please do not have food or drink (even water) in areas where archival materials are being used.
6. Please do not moisten your fingertips when turning pages.
7. Please use pencils (not pens) when taking notes by hand
8. Please use acid-free strips (provided by the Archives Team) as markers rather than post-it notes
9. Please make desired copies or scans of documents using church facilities or a cell-phone. Archival materials may not be removed from the church campus for copying or other use.

