

**TERMS AND CONDITIONS FOR THE USE OF THE
ARCHIVIUM CONVENTUS CARMELITARUM NOTABILIS (ACCN) AND
THE CARMELITE PRIORY'S LIBRARY (CPL)**

You are more than welcome to use The Mdina Carmelite Priory Archives' facilities and the Library. We would ask that you help us safeguard the records by observing the following rules. IN-LIBRARY/ARCHIVE CONSULTATION only is allowed.

1. You must provide a means of identification (such as id card, driving license or passport) through which we can verify that you are who you claim to be. You will only be requested to show this means of identification before you are allowed to enter the ACCN/CPL or for the purpose of using any ACCN/CPL facility. We will not store this means of identification either manually or electronically.
2. You must not: a) cause or allow any animal (other than an assistance dog accompanying a disabled person) belonging to them or under their control to enter or remain in ACCN/CPL, or b) bring into any part of ACCN/CPL a wheeled vehicle or conveyance other than a wheelchair/mobility scooter or child's pram or pushchair, or c) bring into any part of ACCN/CPL an item of luggage larger than 43 cm x 42 cm x 24 cm, or d) enter or remain in any part of ACCN/CPL which a reasonable person would or should know is prohibited to the public, or e) enter or remain in ACCN/CPL outside fixed stipulated hours.
3. Library and Archives can be consulted by appointment and for a stipulated timeframe. You must not remain in ACCN/CPL after being requested by the archivist or librarian to leave.
4. You must allow any bags, containers and other possessions, including working papers, to be searched at any time at the request of an archivist or librarian.
5. You will only be admitted to the reading rooms with a Reader's Ticket issued upon registration and must produce it on request by the archivist or librarian.
6. All reader's tickets, and password for on-line consultation facility acquired upon registration and payment of the registration fee, are non-transferable¹. Only one current reader's ticket and password may be issued per person. Lost or stolen tickets and/or passwords must be reported immediately. Ticket holders are responsible for any use of a ticket issued to them unless and until they have reported it lost or stolen. All reader's tickets remain at all times the property of ACCN/CPL and must be shown or surrendered to the archivist or librarian on demand.

¹ Registration fee for a Library Reader's Ticket is of 10 Euros per Academic Year while for the Archives Reader's Ticket is of 20 Euros per year for researchers and 10 Euros per Academic Year for students.

7. You must not take into the Research Room or reading rooms on the first floor any bag, briefcase, document case or other container, except a small transparent bag or folder for personal valuables and/or medication required for emergency use
8. You must not wear or take into the Research and Enquiries Room or reading rooms on the first floor any item which in the opinion of the archivist might cause damage to, or be used to conceal, a record; or which might cause an obstruction within the Reading Rooms. Any item which causes an obstruction or which compromises the security of the documents shall be removed from the reading rooms on the request of the archivist or librarian.
9. You must not take into the reading rooms any document or other item which in the opinion of the archivist might be confused with a record. Any item which might be confused with a record should be declared to the archivist or librarian before entry to the reading rooms. The archivist may and may not then permit its entry. Items which might possibly be confused with a record and taken in without such a declaration are liable to be confiscated on exit, pending resolution to ACCN/CPL's satisfaction of each item's provenance.
10. You must only bring permitted items into the reading rooms: pencil and paper.
11. You must not order or be issued with more records than the prescribed limits of 3 documents.
12. You must not place records anywhere other than on your reading room desk and return counter. You must not remove or attempt to remove any record from the confines of the designated area of ACCN/CPL - i.e. beyond the the first floor. Anyone found to be in breach of this rule may have their reader's ticket withdrawn.
13. You must not deliberately, carelessly or negligently mark, soil, tear, cut, deface, damage, injure or destroy any record, or the furniture, fittings or other contents of ACCN/CPL.
12. You must not subject a record to inappropriate handling.
13. Damaged, defective or misplaced records must be reported to the archivist.
14. Only graphite pencils (without erasers) may be used for writing or drawing within the Research and Enquiries Room or reading rooms.
15. No-one shall make a tracing of any portion of a record, nor photograph or make a digital copy of a record with your own equipment. Copies are to be provided by ACCN/CPL against payment
16. Records shall be returned to the place designated by the time fixed for closing.
17. No one shall behave in a disorderly manner in ACCN/CPL, access or view pornographic, unlawful, or offensive material, use or display violent, abusive

or obscene language therein, harass another, or intentionally or recklessly cause or do anything likely to cause injury or insult to any other person or property. Such behaviour and/or actions may result in immediate exclusion or removal from ACCN/CPL for a minimum period of one month pending investigation.

18. Please respect the Quiet Research areas and within the Priory.
19. You must not intentionally or recklessly obstruct any archivist or librarian in the execution of his/her duty, or disturb, obstruct, harass, embarrass, interrupt or abuse any other person using ACCN/CPL. No-one shall harass at any time whether in ACCN/CPL or elsewhere. Such behaviour and/or actions may result in immediate exclusion or removal from ACCN/CPL for a minimum period of one month pending investigation .
20. You must not offer anything for sale, or intentionally display, distribute, or leave any bill, placard, notice or other document in ACCN/CPL except with the consent of the archivist or librarian. If the archivist or librarian consents, you must ensure that any material that you sell, display or distribute does not include personal and sensitive information about living individuals.
21. No one shall lie, stand or climb on the furniture or fittings of ACCN/CPL, or sit or lie on the floor, other than the chairs or benches provided for public use.
22. You must not smoke, light a match, use a cigarette lighter, or an e- cigarette in any part of ACCN/CPL.
23. You must not eat or drink in ACCN/CPL except in the designated area.
24. Personal computers, MP3 players, mobile phones (set to 'silent' mode) and audio recorders (for dictation only, not for the recording of interviews or conversations with staff) may be used only in areas designated by and at the discretion of the archivist or librarian.
25. No video recording is permitted within ACCN/CPL without approval of the archivist or librarian. All approved video recording will take place in an invigilated area.
26. Please take all possessions with you when you leave ACCN/CPL building.
27. 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 ACCN/CPL for a minimum period of one month pending investigation, at the discretion of the archivist or librarian. Anyone may be excluded or removed from ACCN/CPL if there is reasonable ground for belief that it is necessary for the proper use and regulation of ACCN/CPL. Any incidence of theft from or willful damage to the records will be treated as a criminal offence.
28. Anyone who fails to comply with instructions given by the archivist or librarian (relating, for example, to document handling) may be issued with a

written caution by the Director. Failure to comply with the caution could result in exclusion from ACCN/CPL's premises and services.

29. No admittance to the ACCN/CPL collection possible without the reader's ticket.
30. Reader's tickets are available only to persons aged 16 years or over. Proof of identity and address is required². Please note that it is your responsibility to provide official translations for foreign documents, where necessary. Persons under 18 years of age should provide their parent or guardian's written permission to access and make use of ACCN/CPL's premises, with an accompanying adult who accepts responsibility for the child during their visit. The child 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 rooms are unsuitable for young children.
31. A reader's ticket gives access to all open original documents, unless a surrogate exists.
32. All tickets are non-transferable. Only one current reader's ticket may be held per person. 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 ACCN/CPL and must be surrendered on demand.
33. A charge is made for the replacement of tickets which have been lost, damaged, forgotten etc. Replacements will only be issued with acceptable proof of identity.
34. Readers may remain in the reading rooms up to the time fixed for closing. Records in use must be returned to the place designated (Document Returns Counter, microfilm cabinet, etc.) within this time. To allow time for the return process archivists or librarians may, at their discretion, require readers to begin returning records five minutes before the time fixed for closing. The power to electrical equipment such as microfilm viewers and copiers may be switched off at the same time.
35. We allow the following research aids in the reading rooms Paper research up to five standard pencils (not coloured and without erasers), 20 sheets of loose papers and three spiral bound notepads, your own historical papers (you must register these with Security upon entry to the original document reading rooms) Electronic equipment.

² ID card, Drivers licence (photo card), Passport

36. We allow other items: mobile phones (switched to silent mode), laptops and tablets (sound must be disabled), headphones (these must not be loud enough to disturb other users), plugs, leads and cables to connect your own devices
37. You may bring one single clear plastic A4 document wallet or one single clear plastic bag into the reading rooms to carry authorised items, the safekeeping of valuables and/or medication required for emergency use only. Restricted items, even though they may be valuable, may not be taken in.
38. The following are considered inappropriate in the handling of records:
 - Writing on or marking a record
 - Folding or creasing a record
 - Any unnecessary handling or touching of a record
 - Handling photographs and negatives without using the gloves provided
 - Allowing a record to hang over the edge of a table
 - Licking or moistening fingers while handling a record
 - Flicking or fanning through the pages of a record
 - Use of an instrument to turn the pages of a record
 - Leaning, or placing objects on the records
 - Re-arranging the order of loose records or removing any tags, staples or other binding from records, and failure to use equipment such as foam wedges to support bound volumes (if it is practicable to do so)
 - Tracing of documents
 - Carrying microfilms except in the appropriate box
 - Sharpening pencils in the reading rooms
39. Advanced orders may be made for up to twelve documents. The following information will be required when making an advanced order:
40. There is a limit of 10 documents on 'current orders' per reader per day. If documents are returned then other orders may be made, as long as the number of documents in use does not exceed 10.
41. Documents on desks are limited to 1 box, or 1 loose file, or 3 tagged files (the papers within being held together by a Treasury tag), or 3 bound volumes.
42. There are no restrictions on the use of copies for non-commercial research or private study. You may order copies from ACCN/CPL and use copies for education and teaching purposes. There are no restrictions on the use of copies for non-commercial research, private study or education within the limits of law.
43. Applications for permission to use copies for publication (including web-site publication), exhibition or broadcast or any other purpose must be addressed to the current owner(s) of the copyright in the original document. Anyone wishing to reproduce the material in transcript, translation or facsimile is responsible for identifying the current owner and for obtaining any permission required. One must pay particular attention to adhere to the GDPR regulation when using copies which contain personal or sensitive information about living individuals.

44. Readers must observe Maltese/EU copyright laws, as well as the GDPR regulation. Readers are responsible for any infringements.
45. Any use of copies for a commercial purpose will require permission from ACCN/CPL against payment.
46. Access to the internet from ACCN/CPL is only provided free for users to assist them in their research activity. General interest internet browsing should not be carried out on ACCN/CPL. Users may use their own wireless internet devices in all public areas. Users must abide by the rules and regulations as laid out in this document.
47. ACCN/CPL will refuse and remove internet access to any individuals who break any of the rules and regulations as laid out in this document. ACCN/CPL reserves the right to determine what is considered a breach of the rules. If deemed appropriate, further action, including exclusion from ACCN/CPL, or reporting abuse to the police, may be undertaken.
48. ACCN/CPL cannot guarantee the quality of information on any external website, including harmful, undesirable, or offensive material. ACCN/CPL accepts no responsibility for the quality, accuracy, or availability of information accessed on the internet. As an internet user it is your personal responsibility to check the accuracy of information you find. ACCN/CPL assumes no liability for any loss, damage or injury, direct or indirect, suffered as a result of using the internet on our premises. One must pay particular attention to adhere to the GDPR regulation when using information obtained from the Internet which contains personal or sensitive information about living individuals.
49. Users should be aware of the risks attached to some internet usage. Broadcasting personal or private details over the internet may lead to the receipt of unwanted mail and attention. ACCN/CPL cannot be held liable for any losses resulting from sending confidential financial information via the internet. For those using wireless access, ACCN/CPL makes no guarantee that this will not happen and accepts no liability should this occur. If you accidentally access indecent or other material that could cause offence to others, or if you witness the accessing of such material by another user, please speak to the archivist or librarian at the Welcome Desk, or in the reading rooms.
50. Users must not access, store, transmit or publish any material which is personal, obscene, racist, defamatory, sectarian, illegal, sensitive or which may cause gross offence to other users and which may be in breach of copyright and GDPR laws.
51. The use of chat rooms on the internet is prohibited.
52. Users of webmail accounts must not send or store any abusive, offensive, obscene or indecent images, data or other material. Use of web-based mail

accounts for harassment, including sexual and racial harassment, is specifically prohibited.

53. Downloading software from the internet is prohibited on ACCN/CPL premises.
54. ACCN/CPL is bound by the GDPR regulations. Collected Personal Data is solely used for Library and Archives consultation purposes without prejudice to your right to ask the erasure of your data from our records as required by law. We will not release personal data and/or information to third parties, including the use of specific internet resources by individuals, or for any other intent, except when required by law.

By signing below, you acknowledge that you have read the above terms and conditions and that you agree to be bound by all terms and conditions stipulated in this agreement.

Print name _____

Date _____ Signature _____