

# Michael R. Prieur Seminary Archives St. Peter's Seminary

## General Information, Policies & Procedures

Third Edition  
March 2012



Published by: Michael R. Prieur Seminary Archives,  
St. Peter's Seminary  
1040 Waterloo Street North  
London, Ontario, Canada N6A 3Y1

Copyright©2012 by Michael R. Prieur Seminary Archives

First Edition: February 2010  
Second Edition: September 2010

# Michael R. Prieur Seminary Archives St. Peter's Seminary

## General Information, Policies & Procedures

Third Edition  
March 2012



---

*"A service rendered to the Truth"*

# Table of Contents

Introduction.....	1
Mission & Mandate.....	2
Organizational Structure.....	2
History of the Archives.....	3
Collection.....	4
Policies.....	8
Accessioning & Deaccessioning of Records.....	8
Conservation & Preservation.....	10
Access & Privacy.....	10
Use of the Archives.....	11
Loans & Returns.....	11
Reproduction Services.....	13
Policy Review.....	13
Appendices.....	13
Sources Consulted.....	17
Contact Us.....	18

# Introduction

Archives form the collective memory of a people, nation or institution. Archives assist these groups in not only remembering and understanding their origins and histories, but also give form to their identities, how they have transformed over time and the possibilities that exist for the future.

For this reason, the work of archives is especially important to the Church. As a faith community, we have the responsibility of preserving and maintaining those records which testify to the history of the Church, its institutions and of its faithful who have sowed the seed of God's Word in the hearts of men and women. If this does not occur, and records are damaged or misplaced, the evidence of the faith of previous generations is lost forever.

The importance of ecclesiastical archives is closely linked with the Church's mission to evangelize every nation. With the aid of literature, the arts, music and architecture, the Church has proclaimed the Gospel to the world. However, only by the preservation of these historic records has the Church been able to continue this same work of communicating the message of hope and salvation to countless numbers of people to this very day.

In the archived history of the Church is found the story of our Lord Jesus Christ alive and at work through the service of God's people: a story of the expansion, ingenuity and vitality of the faith. It is at this "school of history" where Catholic communities can rediscover once again the whisperings of the Spirit, who constantly calls us forth to renew the face of the earth in the great work of evangelization which commenced at Pentecost. "Thus," says Pope Paul VI, "having veneration for these papers, documents and archives, means having veneration for Christ, having a sense of the Church; it means giving to ourselves and those who will come after us the history of the passage of this phase of *transitus Domini* in the world".<sup>1</sup>

The preservation of historic records is the responsibility of the clergy and the heads of Catholic institutions in fulfilling their mission of evangelization. The Pontifical Commission for the Cultural Patrimony of the Church strongly suggests that seminarians be made adequately aware, during their formation, of the importance and necessity of the cultural heritage of the Church as part of the evangelization and pastoral care of the faithful.<sup>2</sup> Future clergy are to be provided with the necessary training to distinguish records of historical value and to provide for their appropriate care and preservation as a witness to future generations.

The establishment, maintenance and support for ecclesiastical archives is a necessary component for evangelization, the renewal of the faith and of our rich spiritual heritage which has been gifted to us by the sacrifice and witness of those who have gone before us. On the occasion of the centennial of the Vatican Secret Archives, Pope John Paul II stated: "The documents of the Church bear witness to the spread of the Kingdom of Christ in the world... The worthy and adequate preservation of these documents from the most humble to the most precious becomes a service rendered to the Truth."<sup>3</sup>

In this same spirit, the following will serve as the guiding principles and policies of the Archives in its mission to record and preserve the work of the Lord at St. Peter's Seminary.

1. Pope Paul VI, Address. *To the Ecclesiastical Archivists*, 26 September 1963, n. 4 (See Sources Consulted.)
2. Pontifical Commission for the Conservation of the Artistic and Historical Patrimony of the Church. Circular Letter. *On the cultural and pastoral training of future priests in their upcoming responsibilities concerning the artistic and historic heritage of the Church*. 15 October 1992.
3. Pope John Paul II. Address. *At the Inauguration of the exhibit on the occasion of the first centenary of the opening of the Vatican Secret Archives*. 4 April 1981, n. 6

# Mission & Mandate

## Mission

The Michael R. Prieur Seminary Archives is dedicated to acquiring, preserving and making available the material heritage of the Seminary as a permanent resource in support of the administrative, educational and research needs of the Seminary community.

## Mandate

The Michael R. Prieur Seminary Archives is responsible for the appraisal, acquisition, preservation and use of Seminary records and artifacts of enduring value which pertain to the origin, history, growth and spirit of the Seminary, as well as the records of the individuals and organizations associated with the Seminary.

In fulfilling its mandate, the Archives will serve as the collective memory of the Seminary, linking together our past, present and future. As *“a service rendered to the Truth”*, the Archives will seek to assist the Seminary in the fulfillment of its mission:

“Inspired by the love of God, St. Peter’s Seminary serves the Church in Canada and beyond as the Roman Catholic Seminary of the Diocese of London, providing an integrated program of spiritual, human, intellectual and pastoral formation and discernment for those preparing for priestly ministry according to the heart of Christ.

The Seminary also provides an integrated program for those preparing for the permanent diaconate and lay ministry, and for those seeking to enrich their faith education.”

# Organizational Structure

## Seminary Archivist

The Rector will appoint the Seminary Archivist who is responsible for the overall supervision and management of the Archives.

## Archives Appointee

The Rector will also appoint a seminarian, with the consultation of the Archives Committee, to assist the Archivist in his work.

The Archives Appointee is accountable to the Archives Committee.

The responsibilities of the Archives Appointee, in addition to the position description contained in Appendix 1, are to:

1. Accession, catalogue and file records according to the procedures set out in this manual.
2. Maintain and update spreadsheets, finding aids and other documentation (see Appendices for samples).
3. Adhere to the policies and procedures as established by the Archives Committee as contained in this *General Information, Policies & Procedures* manual.
4. Maintain a list of required archival supplies and contact library staff when supplies are needed. (Library budgets money for archival supplies).

5. Complete an annual report which will be submitted to the Archives Committee at the end of each academic year. This report will review the activities of the Archives in the past year, including statistics on the use of the Archives, projects carried out, accessions, the number of visitors and researchers, funds earned, etc.
6. Respond to requests for information from the Archives.
7. Provide tours of the Archives.

In the performance of his duties, the Archives Appointee will come into contact with confidential information. Prior to the commencement of his duties, he will sign the Oath of Confidentiality and a copy will be kept on file in the Archives.

## **Archives Committee**

The Archivist will be assisted by a committee comprised of:

1. Chief Librarian,
2. Archives Appointee(s),
3. Staff member of the A.P. Mahoney Library,
4. Archivist for the Diocese of London.

The Archives Committee is directly responsible to the Rector. The purpose and objectives of the Archives Committee are to:

1. Make recommendations for the management and development of archival activities within the Seminary in order to ensure the retention of records of enduring value.
2. Recommend policies and procedures for a continuing program of records management.
3. Oversee the archival needs, both physical and operational, of the Seminary in order to advance the preservation of the collection.
4. Provide management and accountability of the Archives' budget.

## **History of the Archives**

The Archives of St. Peter's was established in 1926 with the opening of the current location of the Seminary. Msgr. F.J. Lavery and Fr. A.J. Durand were instrumental in the development and growth of the Archives from approximately 1930-1969.

The Archives has a strong connection to the Alumni Association, which generally has been responsible for the maintenance of the Archives. The Secretary-Treasurer of the Alumni Association usually serves as the Seminary Archivist. With his appointment as Secretary-Treasurer in 1969 by then Rector, Fr. J.J. Carrigan, Fr. Michael Prieur took over the position as Seminary Archivist. It is a role that he continues to hold today under the appointment of the last six rectors.

In 1999, under the guidance of then Rector, Fr. William McGrattan, the materials were transferred from the vault to two designated rooms on the lower level of the Seminary. From 1999-2003, Fr. Charles McManus assisted in the Archives by cataloguing and organizing many of the files.

From 2004-2005 and again from 2007-2010, Fr. Prieur was assisted in the Archives by Fr. Victor De Gagne, who continued the work of cataloguing files and also oversaw the process of relocating the Archives to the A.P. Mahoney Library.

In October 2008, St. Peter's Seminary initiated a process of transferring the Archives to a more suitable location which would be more conducive to the preservation of our holdings. In late November of the same year, the Archives was relocated to the lower level of the A.P. Mahoney Library in order to benefit from the environmental controls and security of the Library. The Archives is grateful for the guidance and expertise provided by Debra Majer, the Archivist for the Diocese of London.

In honor of forty-two years of dedicated service to the meticulous organization of the Seminary Archives and Fr. Prieur's dedication to the Seminary Alumni Association, the Seminary Archives Collection was officially named the Michael R. Prieur Seminary Archives and dedicated on October 12, 2011.

Currently, the Archives Appointees are Mr. David Johnston (2010- ) and Mr. Tim Theriault (2012- ).

## **Collection**

Those records of enduring value that document the collective memory of the Seminary are acquired, preserved and made available in the Michael R. Prieur Seminary Archives. Such records are transferred from the administration and faculty of the Seminary, while others are donated from a variety of sources, including students, alumni and other interested persons and groups.

### **Principle Kinds of Records**

#### **Administrative Records**

Administrative records will compose an individual series. Documents will be filed in chronological order within a particular subject heading within the series. A finding aid for the series will be prepared. Some records are restricted.

#### **A.P. Mahoney Library**

These records will compose an individual series. Documents will be filled in chronological order and a finding aid will be prepared.

#### **Alumni Association**

Records of the Alumni Association will compose an individual series. Records are divided into "Alumni Association", "Stranton Alumni Chapter", "Alumni Reunions", and "Alumni Bulletins" each in their own boxes. Documents are filed in chronological order and separate finding aids will be prepared.

#### **Building & Grounds**

These records will compose an individual series. Records are divided into sub-series which are filed alphabetically. Records within each sub-series are filed in chronological order. A finding aid for the series will be prepared.

#### Classes & Groups

These records will compose an individual series. Records for classes are divided into a sub-series which are filed in chronological order. Records for groups are divided into a sub-series which are filed in alphabetical order. A finding aid will be prepared.

#### Committees

Records of committees will compose an individual series. Records are divided according to the title of the committee and are filed in alphabetical order. Within each sub-series, the records are filed in chronological order. A finding aid for the series will be prepared.

#### Diocese of London

Records pertaining to the Diocese of London will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.

#### Diocesan Bishops

The records of each Diocesan and Auxiliary Bishop will be an individual series. Each series will be arranged alphabetically by surname. Records within the series will be filed in chronological order and a finding aid for the series will be prepared.

#### Faculty Members

The records of each faculty member will compose an individual series. Each series will be arranged alphabetically by surname. Records within the series will be filed in chronological order and a finding aid for the series will be prepared.

#### Financial Records

These records will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.

#### Graduates

Records of graduates will compose an individual series. Documents are filed alphabetically according to surname. A finding aid will be prepared. Graduates who later become faculty members or rectors will have their file transferred to the appropriate series and the finding aids will be updated.

#### Permanent Diaconate Program

These records will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.

#### Rectors

The records of each rector will compose an individual series. Each series will be arranged alphabetically by surname. Records within the series will be filed in chronological order and a finding aid for the series will be prepared.

#### St. Thomas Aquinas Chapel

These records will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.

#### St. Peter's Seminary Foundation

These records will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.



#### Save A Family Plan

These records will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.

#### Seminary History

These records will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.

#### Sisters of the Precious Blood, London

These records will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.

#### Sisters of St. Joseph, London

These records will compose an individual series. Documents will be filed in chronological order and a finding aid will be prepared.

#### Other Textual Holdings

As necessity requires, other series will be formed, arranged in a logical order, and a finding aid prepared; i.e. Cartier-Macdonald Scholarship in Canadian History.

#### Finding Aids for Textual Records

Textual records will be recorded in a finding aid (see Appendix 11). The fields are as follows:

1. File #: list the number found in the upper right corner of the file folder;
2. File Title: list the title of the file as found on the file folder;
3. Date (to): list the date of the materials; or the file contains a series of textual records, list the date of the earliest entry;
4. Date: if the file contains a series of textual records, list the date of the final entry;
5. Notes: any additional information which does not fit into the above fields.

#### Other Holdings

The collection consists of items in various mediums beyond textual records including art, artifacts, books, liturgical items, media (audio, video, slides and digital), photographs and relics.

#### Art, Artifacts, Books & Liturgical Items

Each of these groupings will be catalogued and each item in the group will be given a number prefixed by the group's alphabetical code, i.e., ART- art, AF – artifacts, BK- Books, LIT – liturgical items. Box numbers will be assigned to the containers in each category, prefixed by the group's alphabetical code. Each grouping will be recorded in an artifacts inventory spreadsheet (see Appendix 2). The fields are as follows:

1. Inventory Number: assign a number to the item based on the group's alphabetical code, i.e. AF-001, LIT-054, etc.;
2. Title: list the title or name of the item;
3. Creator: list the name of the creator or author;
4. Description of Material: a detailed description of the item. i.e. material type, size, quantity, etc.;
5. Date: list the date the item was created or published;
6. Donor(s): the name(s) of the donor(s) and other necessary information;
7. Notes: any additional information which does not fit into the above fields.

## Media Collection

The Archives is committed to the preservation of our media collection. To this end, the Archives Committee will institute a digitization program to transfer its audio and video cassettes and film to digital format.

The digitization program will consist of the following working principles:

1. Each cassette and/or film to be digitized will have two (2) digital copies made and both will be stored in the Archives. One (1) copy will be labeled as a “loan copy” and the other will be kept as a backup copy. The backup copy is never to be loaned from the Archives.
2. Once audio and video cassettes and films have been digitized, the originals will be deaccessioned and destroyed by a suitable means.
3. All media will be stored in proper archival containers and will be kept separate from the textual records and artifacts in the collection.

The media collection will be recorded in a media inventory spreadsheet (See Appendix 3). The fields are as follows:

1. Inventory Number: assign a number to the item and ensure that the number is listed on the case;
2. Title: list the title as it appears on the item;
3. Contents: give a brief synopsis of the contents, i.e. ordination to the priesthood in 1977, etc.;
4. Date of Production;
5. Format: list the format of the medium, i.e., DVD, audio cassette, etc.;
6. Location of Master Copy: list the location of the master copy and the contact information of the person and/or company if applicable;
7. Notes: any additional information which does not fit into the above fields.

## Photographs

Photographs are filed in the appropriate series according to its content, i.e., Seminary History, Graduates, etc. Photographs of a miscellaneous nature are filed in boxes according to decade. As photographs are accessioned, the name(s) of the person(s) depicted, event, date, etc., are to be written on the back of the photograph.

The Archives will not retain every photograph that comes into its possession. As a general rule, ten (10) percent of photographs of a specific event will be accessioned and catalogued in the collection. Photographs that are duplicates, blurry, over or under exposed, or contain inappropriate gestures, etc. will not be kept in the collection and will be destroyed by shredding. The deaccession and destruction of such photographs will be recorded in the deaccession spreadsheet.

## Relics

Relics will be stored in an archival artifacts box. Supporting documentation will be stored separately from the relics in archival file folders with a completed separate sheet attached.

Relics are recorded in a relics inventory spreadsheet (see Appendix 4). The fields are as follows:

1. Inventory Number: assign a number to the relic and ensure that the number is listed on the container it is housed in and the authenticating documents;
2. Name of Saint(s): include the name of the saint(s) or blessed(s) as they appear on the documentation or on the reliquary;
3. Class: first, second or third class (add additional details, i.e., bone fragment, clothing, etc.);

4. Container: *theca*, paper, altar stone, etc.;
5. Description of Container: refers to the physical description of the container housing the relic, i.e., round, metal, wood, etc.;
6. Supporting Documentation: does the relic have supporting documentation, the nature of the document, the issuing body, date, location of documentations, etc.;
7. Notes: any additional information which does not fit into the above fields, i.e., name of donor, where the relic was originally housed, etc.

## **Inventory of the Collection**

The Archives Appointee is to keep an inventory of the archival collection. This inventory is to include the particular details of all holdings, whether catalogued, in the process of being catalogued or unprocessed.

The inventory is recorded on a spreadsheet according to the series title (see Appendix 5). Under each series title, the fields are as follows:

1. Record Title: list the nature of the records, i.e., William T. McGrattan, Extravaganza, etc.;
2. Date Range; earliest to latest dates;
3. Number of Boxes;
4. Location: the physical location of the boxes within the Archives, i.e., shelf number;
5. Notes: any additional information which does not fit into the above fields.

## **Policies**

### **Accessioning & Deaccessioning of Records**

#### Accessioning of Records

The Michael R. Prieur Seminary Archives acquires records that document the Seminary's history, organization, structure, programs and functions, according to the following categories:

1. Records of the Seminary that are of enduring historical, legal, fiscal and administrative value, particularly those that denote the functions, policies and decisions of the Seminary.
2. Records of Seminary organizations, including the records of faculty, student clubs, alumni association and other groups that document the life of the Seminary community.
3. Records of affiliated organizations that document their relationship to the Seminary, e.g., St. Peter's Seminary Foundation.
4. Seminary publications, newsletters, reports, programs, flyers, calendars, student publications, Alumni Bulletins, etc.
5. Artifacts relating to the history of the Seminary, of individuals connected to the Seminary, and liturgical and religious items.

Materials are primarily acquired through the transfer of records by the Seminary administration and departments. The records of affiliated organizations, the personal papers of individuals and materials from other sources are accepted in accordance with terms negotiated by the owner and St. Peter's Seminary Foundation on behalf of the Archives and documented in a formal donation agreement. All donated materials become the property of the Archives. In releasing ownership, copyright is transferred to the Michael R. Prieur Seminary Archives.

In special circumstances, the Archives may consider acquiring materials that are outside the scope of its mandate. All such potential acquisitions must be submitted to the Archivist for approval.

The Archives reserves the right to decline donations of material which are outside the scope of its mandate. Normally, religious items of a general nature will not be accepted, unless the material is deemed to be of historical value.

Accessions are recorded in an accessions spreadsheet (see Appendix 6). The fields are as follows:

1. Date; the date the material was transferred, donated or acquired;
2. Donor(s): the name(s) of the donor(s) and other necessary information;
3. Accession Number: this number is the current year (dash) a three digit number in sequential order beginning from 001, i.e., 2010-001, 2010-002, etc.;
4. Description of Material: a detailed description of the materials, i.e. material type, size, quantity, etc.;
5. Date Range: earliest to latest dates;
6. Condition: list the condition of the material and any necessary measures which need to be taken to ensure the preservation of the material;
7. Notes: any additional information which does not fit into the above fields.

#### Deaccessioning of Records

The Archives reserves the right to permanently remove records that are deemed no longer necessary to be retained in the collection. The Archivist will be the authority to make this determination, as well as the method of disposal.

Deaccession may occur for any of the following reasons:

1. The records are outside the scope of the Archives' mandate.
2. The records have deteriorated beyond the possibility of use.
3. The records rightfully belong to another archives or institution. In such instance, the Archivist will contact the appropriate archives or institution and provide for the transfer of the material.

The disposition of liturgical and religious items, especially relics and altar stones, will be carried out in accordance with the norms established by the Diocese of London Archives.

Deaccessions are recorded in a deaccessions spreadsheet (see Appendix 7). The fields are as follows:

1. Date: the date the material is deaccessioned;
2. Accession Number (if applicable): note, prior to September 2010 accessioned material will not have this number;
3. Description of Material: a detailed description of the materials, i.e., material type, size, quantity, etc.;
4. Reason for Deaccession: list the reason for removing the material from the collection as described in the Deaccession Policy of this manual;
5. Method of Disposal: list the means by which the material will be removed from the collection according to the following categories: returned to donor, donated to another Archives/Institution, destroyed, or other, as well as provide specific information;
6. Notes: any additional information which does not fit into the above fields.

Along with an entry in the deaccession spreadsheet, deaccession will also be recorded along with the date, in the accessions spreadsheet on the entry line for the same material in the notes field.

## **Conservation & Preservation**

The Archives Committee will maintain intellectual and physical control over the collection and will develop security, storage, handling and preservation procedures to achieve this end, namely:

1. Upon accession, records will be cleaned, using methods appropriate to the medium, in order to support and protect them during processing, storage and use.
2. Appropriate archival equipment and supplies will be utilized to prevent the deterioration of records from exposure to environmental factors and over-handling by individuals. Minimally, all records will be stored in acid-free containers, folders and envelopes.
3. Metal shelving will be used, with the lowest shelf no less than four (4) inches from the floor. The top of the shelf will not be used for the storage of items.
4. Harsh chemicals and flammable substances will not be stored with the collection.
5. Documentation will be developed and used to record archival activities and practices in order to preserve and maintain intellectual and physical control. Inventories and finding aids will be updated at regular intervals.
6. The policies and procedures will be observed at all times. Researchers will be informed of any pertinent procedures for the use of the Archives and the handling of materials.

The Archives reserves the right to reproduce materials by any medium for security, preservation or research purposes.

## **Access & Privacy**

The Archives contain various types of records with different restrictions on access, in order to respect the confidentiality of the personal information contained in the records.

Unless otherwise specified the holdings of the Seminary Archives are available for research and reference use by the Seminary administration, faculty and other researchers.

The physical security of the Archives will be maintained at all times. Access will be limited to the members of the Archives Committee, A.P. Mahoney Library staff, and the Rector. The Archivist will be notified of any requests for access to the Archives.

Restrictions on access are as follows:

1. Confidential Materials: Access is open to authorized Seminary personnel only.
2. Donated Materials: Access is subject to any restrictions negotiated with the creator and/or donor of the material.
3. Fragile, Valuable or Rare Materials: Access to originals may be restricted at the discretion of the Archivist in order to protect them from damage or loss in which case copies may be substituted for reference purposes.
4. Unprocessed Materials: Access to any unprocessed material may be restricted at the discretion of the Archivist, pending a review to ensure that no personal or confidential information is contained in the documents and to ensure that access is otherwise permitted in accordance with (1) to (3) above.

In all matters regarding personal information and privacy, the Archives adheres to the Privacy Policy of St. Peter's Seminary. A copy of this policy can be found at:

<http://www.stpetersseminary.ca/seminary/about/privacy/>

## **Use of the Archives**

The Archives seeks to assist researchers. Appointments must be made in advance with the Archivist or his Appointee to have access to its holdings. The Archivist or his Appointee will retrieve the materials which can be consulted in the A.P. Mahoney Library reading room.

All records in the Archives are not always immediately accessible. Sometimes access restrictions are placed on materials due to preservation concerns, privacy legislation or donor agreements.

In addition to being original items, archival records are highly fragile and vulnerable to improper handling. Everyone who handles archival materials shares in the responsibility for their care. Each researcher using the Archives is expected to observe the following practices:

1. Eating and drinking are not permitted.
2. Only pencils can be used for taking notes, as well as laptop computers or cassette recorders. Paper for note taking is never to be laid on top of archival documents.
3. Documents are filed according to their original order. Care should be taken to maintain this order.
4. The use of gloves may be required to handle some items.
5. Materials are to be handled with care. Place open volumes face down and do not apply pressure to them in any way. The use of paper flags are required to mark your place in a volume.

Researchers may be requested to submit a copy of the paper, thesis dissertation or publication produced as a result of the research carried out in the Archives.

The Archives welcomes visitors. Tours are available by making an appointment in advance with the Archivist or the Archives Appointee.

Researchers and visitors who come to the Archives are recorded in a researcher and visitors spreadsheet (see Appendix 8). The fields are as follows:

1. Date of Visit;
2. Name and Institution (if applicable): list the name of the person and the affiliated institution if the nature of the work is academic or for publication;
3. Purpose of Research and/or Visit: list the nature of the research and/or visit, i.e. tour of the archives, researching the history of the hockey game against St. Augustine's Seminary, etc.; and
4. Time: the amount of time spent researching and/or visiting in the Archives.

## **Loans & Returns**

Materials from the Archives may be loaned to other archives or institutions on a case by case basis only under the following circumstances:

1. The Archivist provides written permission for the loan, including the details of the loan and the duration.
2. The borrower ensures the adequate care and handling of the material on loan.

If the Archives determines that the material on loan is not being adequately cared for, the Archivist may cancel the loan and request the immediate return of the material.

Permanent loans or open-ended returns are not permitted.

Short term loans will only be accepted for reproducing materials for the following reasons:

1. Preparing and mounting a public display.
2. Reference purposes.
3. In those cases that have proven impossible for the Archives to negotiate formal donation of material with the owner.

The original material on loan will not be accessioned and will be returned to the owner as soon as the reproduction is completed.

The Archives reserves the right to provide reproductions of material if it is deemed to be of fragile, valuable or rare condition.

Material that has been loaned to the Archives for copying or display purposes will not be loaned to a third party without the express permission of the owner.

Loans and returns are recorded by two (2) methods. The first is the completion of a loan agreement. Two (2) copies of this agreement will be made, one (1) copy will be kept on file in the Archives and the other copy is given to the lender or borrower of the loaned material. Once the material has been returned according to the conditions of the loan agreement, the lender or the Archivist or his designate will then complete the bottom portion of the loan agreement.

The second method is recording the loan and return in the loans spreadsheet. Material that is being loaned to the Archives will be recorded in an incoming loans spreadsheet (see Appendix 9). The fields are as follows:

1. Date of Loan;
2. Name and Institution (if applicable); list the name of the person lending the material and the affiliated institution, along with contact information;
3. Description of Material: a detailed description of the materials being loaned, i.e. material type, size, quantity, etc.;
4. Condition: list the condition of the material;
5. Return Date: list the date the loaned material was physically returned to the lender;
6. Notes: any additional information which does not fit into the above fields.

Material that is being loaned out from the Archives will be recorded in an outgoing loans spreadsheet (see Appendix 10). The fields are as follows:

1. Date of Loan;
2. Name and Institution (if applicable): list the name of the person borrowing the material and the affiliated institution, along with contact information;
3. Description of Material: a detailed description of the materials being loaned, i.e., material type, size, quantity, etc.;
4. Condition: list the condition of the material;
5. Return Date: list the date the loaned material was physically returned to the Archives;

6. Notes: any additional information which does not fit into the above fields.

## **Reproduction Services**

Reproductions will be permitted on a case by case basis with the approval of the Archivist for a nominal fee (\$0.25 per page) within the limits of the Copyright Act and if the condition of the material warrants copying. Copies are made by the Archivist or his designate.

Reference to the Michael R. Prieur Seminary Archives must always accompany any information which has been cited, loaned or copied from the Archives.

## **Policy Review**

Policies of the Michael R. Prieur Seminary Archives will be reviewed on a regular basis or at any time when the Archives Committee deems changes necessary.

## **Appendix 1**

### **Position Description for the Archives Appointee**

The Archives Appointee is a seminarian appointed by the Rector, on a yearly basis, in consultation with the Archives Committee, to assist the Archivist in his work.

The Archives Appointee is accountable to the Archives Committee. The Archives Appointee is responsible for:

1. Accessioning, cataloging and filing records in the Archives;
2. Keeping documentation (spreadsheets, paperwork, finding aids, etc.) updated;
3. Adhering to the policies and procedures as established by the Archives Committee as contained in the *General Information, Policies & Procedures* manual;
4. Completing an annual year-end report on the activities of the Archives;
5. Maintaining a list of required archival supplies and contacting library staff when supplies are needed. (Library budgets money for archival supplies);
6. Responding to requests for information; and,
7. Providing tours of the Archives.

The Archives Appointee is a member of the following committees:

1. The Archives Committee; and
2. The 100<sup>th</sup> Anniversary Steering Committee.

In the performance of his duties, the Archives Appointee will come into contact with confidential and personal information. Prior to the commencement of his duties, he shall sign the Oath of Confidentiality and a copy shall be kept on file in the Archives.

The time commitment averages 2.5 hours per week.



## Appendix 2 Artifacts Inventory Spreadsheet

Inventory Number	Title	Creator	Description Of Material	Date	Donor(s)	Notes
ART-001	St. Therese of the Little Flower	Unknown	11x17 oil on canvas	1930	unknown	
LIT-001	Flower Vases	Unknown	2 metal vases made from artillery shells	1917	Unknown	WWI

## Appendix 3 Media Inventory Spreadsheet

Inventory Number	Title	Contents	Date of Production	Format	Location of Master Copy	Notes
MC-001	Recruits for Christ	A day in the life of a seminarian	Late 1940's – early 1950's	DVD	CIVA Communications, London 519-111-0000	No sound, black & white
MC-002	Laymen's Retreats	Highlights of summer retreats	1960	DVD	CIVA Communications, London 519-111-0000	No sound, in color

## Appendix 4 Relics Inventory Spreadsheet

Inventory Number	Name of Saints(s)	Class	Container	Description of Container	Supporting Documentation	Notes
RE-001	Zenon & companions	First	Box	Wood with glass lid and lock	No	
RE-002	Thomas Aquinas	First	Theca	Round, silver	Yes Fr. J.J. Carrigan	See Chapel – Relics
RE-003	S. Benedict	First	Box	Small lead box	Yes Msgr. A.P. Mahoney	See Chapel - Relics

## Appendix 5 Inventory Spreadsheet

Record Title	Date (Range)	Number of Boxes	Location	Notes
A.P. Mahoney Library	1970-2010	1	A-1, B-24	
Seminary History	1910-2010	2	A-8, B-18	
Graduates	1912-2010	7	A-9, B-17	
Classes & Groups	1918-2009	1	A-15, B-9	

## Appendix 6 Accessions Spreadsheet

Date	Donor(s)	Accessions Number	Description of Material	Date (Range)	Condition	Notes
3 Feb	John Doe	2010 – 001	Photographs of hockey games	1930's	Grave	
10 March	Fr. David Johnston – Any Parish	2010 – 002	Alumni Bulletins	1984-2006	Good	
12 March	Victor De Gagne	2010 – 003	1 box – SPS Archives	2007-2010	Excellent	Personal files from work in Archives

## Appendix 7 Deaccessions Spreadsheet

Date	Accessions Number	Description of Material	Reason for Deaccession	Method of Disposal	Notes
3 February	NA	Miscellaneous Photographs	Blurry	Destroyed – shredded	
10 March	NA	Roman Pontifical belonging to Pro-Cathedral North Bay	Belongs to another institution	Returned to Pro-Cathedral, North Bay	

## Appendix 8 Researchers & Visitors Spreadsheet

Date of Visit	Name & Institution	Purpose of Research/Visit	Time
3 February	Joe Jones	Tour of the Archives	1
10 March	Fr. David Johnston	Research on hockey at SPS	1

**Appendix 9  
Incoming Loans Spreadsheet**

<b>Date of Loan</b>	<b>Name of Lender &amp; Institution</b>	<b>Description of Material</b>	<b>Condition</b>	<b>Return Date</b>	<b>Notes</b>
3 February	John Doe	Seminary Bulletin, vol. 1, issue 1	Excellent	5 February	Send a thank you letter

**Appendix 10  
Outgoing Loans Spreadsheet**

<b>Date of Loan</b>	<b>Name of Borrower &amp; Institution</b>	<b>Description of Material</b>	<b>Condition</b>	<b>Return Date</b>	<b>Notes</b>
3 February	CIVA Communications, London 519-111-0000	3 film reels 6 VHS	Grave	5 March	Quote approved Dec 2009

**Appendix 11  
Finding Aid Spreadsheet**

**Seminary History: Box 1**

<b>File #</b>	<b>File Title</b>	<b>Date (to)</b>	<b>Date</b>	<b>Notes</b>
1	Opening of St. Peter's Seminary	1912		Newspaper article
2	Tenders for the Building of the Chapel	1924	1930	
3	Souvenir Booklet for Silver Anniversary	1934		13 September

## Sources Consulted

Association of British Columbia Archivists, *A Manual for Small Archives* 1992.

Diocese of London. *Policies and Procedures Manual for the Archives of the Diocese of London*. May 2009.

Pontifical Commission for the Conservation of the Artistic and Historical Patrimony of the Church. Circular Letter. *On the cultural and pastoral training of future priests in their upcoming responsibilities concerning the artistic and historic heritage of the Church*. 15 October 1992.

[http://www.vatican.va/roman\\_curia/pontifical\\_commissions/pcchc/documents/rc\\_com\\_pcchc\\_19921015\\_futuri-presbiteri\\_en.html](http://www.vatican.va/roman_curia/pontifical_commissions/pcchc/documents/rc_com_pcchc_19921015_futuri-presbiteri_en.html)

Pontifical Commission for the Cultural Patrimony of the Church. *Inventory of the Institutes of Consecrated Life and the Societies of Apostolic Life and Cultural Patrimony: Some Practical Orientations*. 15 September 2006.

[http://www.vatican.va/roman\\_curia/pontifical\\_commissions/pcchc/documents/rc\\_com\\_pcchc\\_20060915\\_inventariazione\\_en.html](http://www.vatican.va/roman_curia/pontifical_commissions/pcchc/documents/rc_com_pcchc_20060915_inventariazione_en.html)

Pontifical Commission for the Cultural Patrimony of the Church. *The Cultural Heritage of the Church and Religious Families*. 10 April 1994.

[http://www.vatican.va/roman\\_curia/pontifical\\_commissions/pcchc/documents/rc\\_com\\_pcchc\\_19940410\\_religious-families\\_en.html](http://www.vatican.va/roman_curia/pontifical_commissions/pcchc/documents/rc_com_pcchc_19940410_religious-families_en.html)

Pontifical Commission for the Cultural Heritage of the Church. *Ecclesiastical Libraries and their Role in the Mission of the Church*. 19 March 1994.

[http://www.vatican.va/roman\\_curia/pontifical\\_commissions/pcchc/documents/rc\\_com\\_pcchc\\_19940319\\_biblioteche-ecclesiastiche\\_en.html](http://www.vatican.va/roman_curia/pontifical_commissions/pcchc/documents/rc_com_pcchc_19940319_biblioteche-ecclesiastiche_en.html)

Pontifical Commission for the Cultural Heritage of the Church. Circular Letter. *The Pastoral Function of Church Archives*. 2 February 1997.

[http://www.vatican.va/roman\\_curia/pontifical\\_commissions/pcchc/documents/rc\\_com\\_pcchc\\_19970202\\_archivi-ecclesiastici\\_en.html](http://www.vatican.va/roman_curia/pontifical_commissions/pcchc/documents/rc_com_pcchc_19970202_archivi-ecclesiastici_en.html)

Pope John Paul II. Address. *Attire inauguration of the exhibition of the occasion of the first centenary of the opening of the Vatican Secret Archives*. 4 April 1981.

[http://www.vatican.va/holy\\_father/john\\_paul\\_ii/speeches/1981/april/documents/hf\\_jp-ii\\_spe\\_19810404\\_archivio-segreto\\_it.html](http://www.vatican.va/holy_father/john_paul_ii/speeches/1981/april/documents/hf_jp-ii_spe_19810404_archivio-segreto_it.html) (Italian version as English translation is not available)

Pope Paul VI. Address. *To the Ecclesiastical Archivists*. 26 September 1963.

[http://www.vatican.va/holy\\_father/paul\\_vi/speeches/1963/documents/hf\\_p-vi\\_spe\\_19630926\\_archivisti-ecclesiastici\\_it.html](http://www.vatican.va/holy_father/paul_vi/speeches/1963/documents/hf_p-vi_spe_19630926_archivisti-ecclesiastici_it.html) (Italian version as English translation is not available)

The University of Western Ontario. *University Records and Archives Policy*. 22 November 2001.

<http://www.uwo.ca/univsec/mapp/section1/mapp130.pdf>

## Contact Us

All inquiries relating to the Michael R. Prieur Seminary Archives should be directed to the Seminary Archivist, who can be contacted by:

Mail:

Reverend Michael Prieur, Seminary Archivist  
St. Peter's Seminary  
1040 Waterloo Street North  
London, Ontario  
N6A 3Y1

Email: [mprieur@uwo.ca](mailto:mprieur@uwo.ca)

Telephone: 519-432-1824, ext. 223

Fax: 519-432-0964

Or:

Mr. David Johnston, Archives Appointee

Email: [djohns68@uwo.ca](mailto:djohns68@uwo.ca)

Mr. Tim Theriault, Archives Appointee

Email: [ttheria@uwo.ca](mailto:ttheria@uwo.ca)

This document received Faculty Executive approval on 4 February 2010.

