

**HANDBOOK FOR
THE CULTURAL ASSETS OF
THE ORDER**



Curia Generalis
Fratrum Minorum
Capuccinorum

HANDBOOK FOR THE CULTURAL ASSETS OF THE ORDER

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INTRODUCTION

Preamble

1. On November 23rd 2009 the General Minister, Mauro Jöhri, set up a “working party” of four people, charged with composing a draft *Vademecum* or *Handbook* for the cultural assets of the Order. This normative document aims to provide principles by which to safeguard, catalogue, preserve and protect these cultural assets and, where appropriate, to promote and publicise our cultural institutions. In the present *Handbook* the expression *cultural assets* refers to *material* goods, physically tangible items such as a painting, a piece of sculpture, a document etc. However, we should be aware that there are such things as *non-material* cultural assets, i.e. not physically tangible realities, such as a language or dialect, a manifestation of the local folklore, or a particular religious or social tradition.¹

The Order's care for its cultural assets

2. There is, as yet, no single, uniform set of directives in the Order to safeguard cultural assets. At the same time, it is an observable fact that not all the brothers perceive their value in the same way. Nevertheless the Order, from its very beginnings, has shown a strong appreciation of the importance of cultural formation, adapted to contemporary needs, to underpin its spirituality and apostolate and to give them solidity and concreteness. Already, the Constitutions of Santa Eufemia (1536) contained principles and norms relating to cultural assets. The General Chapters in the 18th and 19th centuries continued to promote the three areas of cultural assets (archives, libraries and museums). In particular, the General Commissary Francesco da Villafranca appointed Pellegrino da Forlì to continue the *Annali Cappuccini*², and General Minister Bernard of Andermatt inaugurated the modern organisation of the Order's cultural institutions (archives,

1 The term *bona culturalia* appears for the first time in the 1983 Code of Canon Law (cf. CIC 1283,§2): “(Administrators) are to draw up a clear and accurate inventory, to be signed by themselves, of any immoveable goods, of those moveable goods which are precious or in any way of cultural value, or of any other goods, with a description and an estimate of their value, and they are to review any inventory already drawn up”) Although the expression ‘cultural assets’ may not have been part of church language until last century, nevertheless the Church has always had historical and artistic patrimony which she has sought to safeguard. The establishment of the Pontificia Commissione Centrale per l’Arte Sacra in Italia (in 1924) and the new Commission for Cultural Heritage (in 1993), as well as the Malta Document (1994), were meant for that purpose, as were the three Letters to diocesan bishops “Ecclesiastical libraries and their role in the mission of the Church (19.03.1994), “The pastoral function of Church Archives” (02-02.1997) and “The pastoral function of Ecclesiastical Museums” (29.06.20011)

2 AGC, DB/62 (Letter of 24 April 1879); the news was given to the Order in a circular letter dated 10.06.1879, cf. *Analecta OFM* Cap. 21 (1905) 57.

library, museum, college), as well as launching the Order's official publication³. After Bernard of Andermatt the most recent General Ministers, Paschal Rywalski, Flavio Roberto Carraro and John Corriveau, supported and valued culture and the means to promote it⁴. Not only do our cultural assets represent the history of the Order itself, but the works of art, documents, ancient books and liturgical furnishings are visible, tangible historical sources that define our identity and demonstrate the different ways in which its spirituality and apostolate can be expressed. This concept of Capuchin culture should always be kept in mind by all the members of the Order. In this sense, in his Circular Letter of 25th March 1994, Flavio Roberto Carraro had this to say on the subject of cultural assets: "I would like to sum up what has been said with an urgent request to everyone: that we promote a fraternal process of mutual communication – at least of information within the Order – about our ample cultural patrimony. The General Curia could be a reference point in this regard, and provide a specific channel of dissemination, taking advantage of the presence of the Order's central library and museum"⁵. All the members of the Order need to be aware of this idea of Capuchin culture.

The Purpose of this Handbook

3. Cultural assets are the physical element that expresses human activity in creating culture. Thus the expression *cultural assets*, referring to human culture, is a generic definition embracing different fields: art, history, literature, the mass media, etc...⁶. The present *Handbook* covers works of art, manuscripts, Capuchin attestations and artefacts, incunabula, ancient books, etc. Its purpose is to encompass the following four areas: the Order's *archives, library and museum* and *Capuchin places*.

4. *The Archive*: this permanent structure exists to collect, catalogue and preserve documents produced in the history of an entity in the exercise of its functions, enabling them to be consulted for the purposes of study and research. One of the first

3 For libraries, cf. *Commentaria circa ordinationes et decreta novissimi Capituli Generalis LXXV*, in: *Analecta OFM Cap.* 4 (1888) 218-219.

4 Paschal Rywalski, *Litterae de bibliothecis et archivis* (08.10.1972), in: *Analecta OFM Cap.* 88 (1972) 235-236; Flavio Roberto Carraro, *Reflexiones et lineamenta laboris ad culturam promovendam*, in: *Analecta OFM Cap.* 102 (1986) 170-186; Flavio Roberto Carraro, *Lett. Circ.* 22 (25.03.1994 n. 00410/94): *Principia normaeque ad bona Ordinis culturalia aestimanda atque curanda*, in: *Analecta OFM Cap.* 110 (1994) 40-46; John Corriveau, *Lett. Circ.* 7 (30.10.1995 n. 01056/95): *Shrines and popular devotion in our Capuchin tradition*, in: *Analecta OFM Cap.* 111 (1995) 305-312; John Corriveau, *Relatio Ministri generalis*, in: *Analecta OFM Cap.* 122 (2006) 297, mentioning the establishment of a Capuchin Cultural assets Group in the General Curia Curia in 2004, coordinated by Br. Gandolf Wild, to promote the Order's cultural heritage.

5 Flavio Roberto Carraro, *Lett. Circ.* 22 (25.03.1994), in: *Analecta OFM Cap.* 110 (1994) 46.

6 In the Church's understanding, cultural assets "include, first of all, the artistic patrimony of paintings, sculpture, architecture, mosaics and music, placed at the service of the Church's mission. To these must be added books contained in ecclesiastical libraries and historic documents stored in the archives of ecclesial communities. Finally, also included in the category are literary, theatrical and cinematographic works, produced by the mass communications media. Three conceptual distinctions can therefore be identified. The first, which is primary, lists those assets that are at the service of the Church's mission. The second numbers those that are at the service of culture and Church history. The third comprises those goods produced by the mass media which are able to embody artistic and ecclesial values". Pontifical Commission for the Cultural Heritage of the Church, *Enchiridion dei Beni Culturali della Chiesa (EBCC)*, Dehoniane, Bologna 2002, 21-22.

international definitions of archives as assets of cultural interest goes back to the Hague Convention of 1954. As the Order's Constitutions prescribe, the General Curia and every circumscription should cultivate an interest in archives and archival documents, arranging them in order, cataloguing and preserving them, because they constitute the Order's historical memory.⁷ For this reason, archives must be looked after and managed in accordance with precise provisions laid down by the Order/Province, which ensure their preservation. It is the duty of the General Curia, the Provinces, Vice-Provinces and Custodies of our Order to keep and to take regular care of their own historic and current archives. In every circumscription, too, provision should be made for the conservation, classification and safe-keeping of the documents.

5. *The Library*: this is a permanent structure that collects, acquires, conserves and catalogues an organised set of manuscripts, books, materials and information, regardless of how they are produced or published and in whatever medium, and ensures that they can be consulted for the purpose of promoting reading and study. Libraries and book stocks have great value for promoting culture in the Order. The present Constitutions call for a library in every house of the Order⁸. Circular Letter n. 22 of General Minister Flavio Roberto Carraro quotes from them: "In addition to a central or regional library, which is highly recommended, there should be a common library in all our houses adequately supplied to meet the needs of the particular fraternity"⁹.

6. *The Museum*: this is a permanent structure which collects, catalogues, preserves, orders and exhibits historic-artistic assets for educational and study purposes¹⁰. *Museums* are at the service of the Order, of the Church and of society, and receive the material attestations connected with Capuchin life and presence,¹¹ and with the culture and evangelisation found in areas of Capuchin presence. The Order's works of art and furnishings that are no longer used in worship are handed over to the museum.

The present Franciscan Museum in Rome was defended and protected by Pope Leo XIII as early as 1895. In Circular Letter no. 22 of Br. Flavio Roberto Carraro we read: "*Museums of Capuchin life* should be particularly encouraged as useful and effective tools for information, training and evangelisation.... Particular attention should be given to works of art and objects that cannot be properly guarded or preserved in our

7 Const. 143,1-2: "1. In the generalate and provincialate, in the houses of the vice-provincial and superior regular, as well as in each of our houses, there should be an archive in which all necessary documents are preserved diligently and with confidentiality and all matters worthy of remembrance are accurately recorded by the one to whom this has been entrusted. Let there be an inventory of the documents kept in the archive."

8 Const. 40, 5: "In addition to a central or regional library, which is highly recommended, there should be a common library in all our houses adequately supplied to meet the needs of the particular fraternity. Access to our libraries, where it is possible, should be provided for outsiders, while taking the necessary precautions."

9 *Analecta OFM Cap.* 110 (1994) 43.

10 For a definition of archives, library and museum Cf Valentina Maria Sessa, *La disciplina dei Beni Culturali di interesse religioso*, Electa, Milano 2005, 181 (Appendice del D. Lgs. 22-1-2004, Art. 101/2, a-c).

11 Flavio Roberto Carraro, *Lett. Circ.* 22 (25.03.1994), in: *Analecta OFM Cap.* 110 (1994), 45: "For some time now, in many circumscriptions of our Order, collections have been made of pictures, sacred furnishings, equipment of various kinds, tools, materials and many other objects made or used by our brothers, which document our history and material culture and attest the choices which, in a spirit of poverty, inspired the life and activity of the Capuchin friars in the past".

houses in outlying neighbourhoods. In such cases we should consider whether it might be appropriate to transfer them to the central museum".¹²

7. Capuchin places: these are places where Capuchins are present (friaries, churches, institutes, etc.) or properties of the Order (real estate in general), often constituting "cultural assets" in their own right, in so far as they are laden with Capuchin history and contain objects that are classifiable as moveable cultural assets, but which for various reasons should appropriately remain there.

PRACTICAL GUIDELINES

PART I

How to set up and manage our cultural institutions

GENERAL PRINCIPLES

Raising awareness in general

8. The first thing that needs to be done is to raise the awareness of all the fraternities and all the brothers about the conservation and enhancement of the Order's cultural assets. The ministers should make known to the brothers the sound tradition and the various provisions of our Order and of the Church regarding the protection and conservation of our cultural assets.

It should be remembered that the Code of Canon Law requires the permission of the Holy See for the alienation of precious objects that have artistic or historical value¹³. In addition, it is important that not only the Ministers and guardians but also each brother should be made aware of the laws of the country in which they live as these apply to cultural assets: today, in many Western countries (for example, Italy) even those belonging to ecclesiastical institutions are under the protection and control of the state, whereby they cannot be disposed of or moved from their original locations without the approval of the competent civil authorities, under pain of prosecution.

9. The Church and the Order have repeatedly stressed the importance of cultural assets, precisely from the pastoral point of view¹⁴. These norms still have value in our day, since cultural assets testify to our specific identity and spirituality and, taken as a whole, present the gospel message in a way that is embodied in the experience and sensibilities of those who have lived it in their own lives in contemporary ways.

¹² Flavio Roberto Carraro, *Lett. Circ.* 22 (25.03.1994), in: *Analecta OFM Cap.* 110 (1994), 45.

¹³ Can. 1292, Par. 2: "The permission of the Holy See is also required for the valid alienation of goods whose value exceeds the maximum amount, goods given to the Church by vow, or goods precious for artistic or historical reasons."

¹⁴ Cf Pontifical Commission for the Cultural Assets of the Church, *Enchiridion dei Beni Culturali della Chiesa (EBCC)*, Dehoniane, Bologna 2002, 58-60; Flavio Roberto Carraro, *Lett. Circ.* 22 (25.03.1994), in: *Analecta OFM Cap.* 110 (1994), 42.

Those in charge

10. In every circumscription of the Order, especially new ones, care should be taken to create a provincial archive, one or more provincial libraries, particularly a library (other than the provincial library) in the formation houses, as well as collections of artistic and liturgical assets, especially those that are typical of the cultural, ethnic and social context of the region.

11. The Provincial Ministers and Guardians are responsible for the good management of cultural assets. It is their precise responsibility to ensure continuity of management and the coherent development of the activities of such institutions.

12. To ensure efficient and competent management of each institution the provincial ministers shall appoint a director, assisted by a commission. Their training, both general and specific, should be provided and encouraged.

13. The director of the archives, the library and the museum, who may be assisted by one or more collaborators, shall see to it that the equipment and furnishings are well preserved and functioning, so that everything runs well and the relevant services are provided.

A proper handover of responsibilities should take place whenever there is a change of management in any of the cultural institutions.

Infrastructure

14. To ensure integrated management and proper preservation, suitable premises furnished with the necessary equipment are essential. They should also be functional and comfortable for both users and staff.

15. The presence of systems meeting local legal requirements to provide humidity, light and temperature control and anti-theft measures ensures the internal security of the premises and an optimal environment for the preservation of the patrimony - books, documents, historic items and works of art.

16. In addition to ordinary maintenance, the premises, equipment and asset stock should be periodically cleaned, dusted and disinfested.

Statute and Regulations

17. Each archive, library or museum should have its own statute or regulations, approved by the provincial minister with the consent of his definitory.

18. The statute should indicate, amongst other things, the official name of the institution concerned, the body by which it is owned, its nature and purpose and the organizational structure of the institution to which it refers.

19. The regulations must include clear norms regarding the identification of scholars having access to the institution, the number of items they may consult and how these are to be handled. The loan of documents for exhibitions or similar events permitted by the regulations, with appropriate precautions regarding the length of the loan, and guarantees relating to security and compensation in the event of damage, may only be permitted with the previous authorisation of the competent civil and religious authority.

20. Regulations covering archives, libraries and museums, taking account of the particular functions they fulfil within particular communities and in the region, as well as the type of documents and other objects they preserve, must specify:

- Working hours and times of public access;
- Special closing times;
- Norms for on-site use of facilities and access to lending;
- Instructions on how to request reproductions, both paper and digital;
- Type and quantity of works that can be loaned;
- Times and duration of loans;
- Authorized exceptions;
- Any forms of compensation in the event of damage to items damaged during the loan period;
- Use of rare and precious material.

(cf. forms contained in Appendices I and II)

Financial support

21. Every year, each circumscription and the individual fraternities shall determine the sum of money earmarked for the management, conservation and purchases connected with the proper management of the institutions. The director is to present an annual report on activities and expenses to the provincial minister and his definitory.

22. Individual institutions may receive public or private grants, subject to control by the provincial cultural assets commission, and may engage in initiatives aimed at ensuring both short and long-term self-financing.

THE ESTABLISHMENT AND MANAGEMENT OF ARCHIVES

Forming sets of documentary material

23. In the Order there are different types of archive, with their own specific functions and services:

- a) General Archives
- b) Provincial Archives
- c) Conventual (Friary) Archives
- d) Parish Archives
- e) Archives of the SFO or other particular bodies, associations or persons.

24. An archive is a set of documents, produced or acquired through the activity of a body, institution or private individual, spontaneously connected at the outset on the basis of content and expertise.

25. An archive is formed as a reflection of the activity of a body, institution or private person, an activity carried out for a specific purpose. For this reason, an indissoluble bond exists between its documents or records. These records attest to the actions taken by an organization, institution or private person in the course of its proper activity and in pursuit of its own purposes.

26. Writings or documents without a practical juridical-administrative content are not part of the archives. Therefore writings or documents that are exclusively cultural, artistic or ideological (even if in manuscript form), do not belong to the archives if they have not been produced by the entity or have no connection with its activity. Such documents belong to the library or may be included in other collections belonging to the owner organization.

27. Each fraternity should establish its own archive to preserve the significant documents of the life of the fraternity and individual friars and their relations with religious and civil authorities. It also stores building projects relating to houses, title deeds, building plans, agreements and contracts with civil and church bodies or private persons, etc. relating to churches and any other project promoted by the fraternity, including building renovations or extensions and the relevant administrative and financial documents. A house chronicle should also be kept and stored in the archive.

28. The circumscriptions should keep the records of their daily activity in the current archives.

29. An inventory of records coming in to the archive should be made and care should be taken to keep it up to date.

Registration and classification: the current archives

30. Every current archive should have a classification or index system. As far as possible the current archives should be ordered according to stable classification models developed over the course of time, based on the General Archives. The documents stored in the current archives should be organized in accordance with the classification system in use in the linguistic and cultural area where the archives are situated.

31. The primary task in an archive is the arrangement or re-arrangement of its material, followed at the same time by the inventory, which is a fundamental tool to ensure the preservation and location of documents. This may be preceded by a delicate operation, namely the discarding or disposing of some records that are not considered necessary for a clear and complete attestation of actions taken by the entity or received by it in the course of carrying out its functions. In other words, the disposal must not break the necessary bond that must exist between the records, in accordance with the regulations of each country.

32. The organization of the material must follow clearly established principles, bearing in mind that the sole classification method to be applied is the 'historical' one. In other words, the organization respects and arranges the material in the order in which it was produced in the evolution of the activity of the organization or person.

Preservation: the historical archive

33. Together with the person in charge of the archives, the ministers should determine how often documents should be transferred from the current archive to the historical archive.

34. Staff attached to the historical archive should prepare guides, inventories, lists, catalogues and other search tools to ensure that documents can be easily located within the historical records.

35. The archives of a province or circumscription should be organized according to the norms of archival science, the Code of Canon Law and the laws issued by competent authorities in the field of archives.

36. Those responsible for the archives must ensure the conservation of the material and safeguard the historical memory of the institution, and promote their use by establishing clear mandatory rules to avoid damage to or loss of documents.

37. The material stored in the historical archive of an entity managed by the Order (e.g. SFO secretariats) must be deposited in the provincial archive. In receiving and arranging the deposits, the historical archives will follow the classification system used in the current archives, with a view to maintaining unaltered the archival bond that exists among the documents, according to the records in the central registry. Historical archives must follow the principle of respect for archival collections, i.e, documents must not be dispersed and redistributed in pre-existing locations.

Consultation and reproduction

38. An archive makes its material available to the friars and to those who present a specific and justifiable request, especially researchers and scholars. This service is organized according to the regulations governing the archive.

39. It is advisable to make photographic reproductions of valuable documents, while keeping the originals in a secure and private place.

40. It should be borne in mind that the consultation of archival collections is subject to ecclesiastical and civil laws which must be carefully observed.

41. The admittance of scholars for the consultation of documents or archival collections must take place according to the regulations which each province or circumscription must provide. The regulations should contain clear norms covering the reliable identification of users who have access to the archive, the items available for consultation, and how those items may be used by the researcher.

THE ESTABLISHMENT AND MANAGEMENT OF LIBRARIES

Collecting and arranging books and periodicals

42. A library, while pursuing its main function as an Institution intended to collect and store books, periodicals and non-archival documentary material, should at the same time ensure the diffusion of knowledge through the careful acquisition, organization and progressive increase of its holdings. Particular attention should be given to the history of the Capuchin Order, of Franciscanism and of the local and provincial fraternities.

43. Special care should be taken to ensure that formation houses have a library that corresponds with their aims and function (spiritual formation, philosophical and theological studies, etc.).

44. The libraries of each fraternity should have a collection of publications available for the daily use of the friars.

Cataloguing procedures

45. Each incoming book and periodical should have its own accession number,

46. The creation and organization of a topographic catalogue, together with an annual printout of new accessions, will facilitate the ongoing monitoring of the holdings of the library itself.

47. The location of stored material should be arranged in such a way that each work is easily retrievable and available for consultation, by positioning the material according to scientific criteria, and by establishing, for example, a systematic classification of the collections according to areas of interest and format, so as to save shelf space.

Managing consultation and lending

48. Procedures should be in place for the consultation of items on the premises, preferably using loan slips left in the shelf space from which the work has been taken. These procedures can also be managed using appropriate software.

49. Antique, rare or precious works kept in locked shelves and areas, are to be available for consultation only under the direct supervision of the library staff. Each library, whether of a fraternity or of a province, should provide its users with an adequately furnished reading room (lights, tables, electricity, network access, CCTV surveillance).

Other provisions

50. Fundamental for the safeguarding of library holdings is to ensure the best possible maintenance, rather than occasional and expensive restoration work. The ongoing

inspection of the state of the holdings involves planning of restoration work on damaged material and documents according to identified priorities. Any discarding of material, even when necessary, should only be done with the help of specialists and after examining the possibility of exchanges, gifts, etc.

51. In cases where it may be necessary to outsource management, integrity of the library collections and absolute ownership by the Order must be maintained, so that the Order may regain full possession of them at any time.

THE ESTABLISHMENT AND MANAGEMENT OF MUSEUMS

The collection and conservation of historical and artistic objects

52. With regard to the storage, promotion and accessibility of the historical-artistic patrimony, it is desirable to establish museums in the various circumscriptions, to document the development of the cultural and religious life of the Order in the context of each particular territory.

53. At the provincial level, the provision of space for the collection of objects related to the Capuchin memory must also meet the need to conserve and care for works that cannot remain in their places of origin because of difficulties concerning safe storage or the deterioration of the places where the works originated.

In addition, there should be an inventory, index and inspection of works that are found in their original places and must remain there.

The collection and conservation of cultural-ethnological objects

54. Special importance should be accorded to the nature, purpose and type of museum – understood as the ideal or virtual location in which to collect testimonies to Capuchin history.

55. The establishment of mission museums to document the life and activity of the friars, as well as the local culture, would be desirable in recently founded circumscriptions.

Inventories and usage

56. To avoid the alienation and loss of all the works present or kept in the religious houses or friaries of the various provinces, inventories and catalogues should be prepared, taking advantage of photographic and computer technology.

57. When setting up inventories and catalogues of museum pieces the important fields are:

- number in the internal inventory
- classification

- author
- subject
- technique
- subject matter
- form
- dimensions
- provenance
- state of conservation (good – fair – poor)
- date
- description and picture
- notes
- inscriptions
- date and name of the person who compiled the entry

For this, see Appendix III of the present *Handbook*.

58. The museum regulations should contain: opening hours, visiting times, consultation, rules regarding loans (objects available for loan and those that are not, how this is done, time limits, etc), exhibitions, reproductions, agreements with statutory cultural agencies and departments, whether regional or national.

PART II

Cultural assets and the Resizing of the Order

Those in charge

59. When the General Minister authorizes the closure or sale of a friary, (cf. Constitutions n. 112, § 2), the Provincial Minister, having consulted the provincial assets commission, determines the destination of the cultural assets belonging to that friary.

60. In the case of closure or alienation of our places, the Provincial Minister should ask the cultural assets commission to examine possible courses of action. Similarly, the provincial should appoint someone to be in charge of the cultural assets kept in the friary that is being closed.

61. Before reallocating the cultural assets, it must be ascertained whether a precise and detailed inventory of the items exists. If not, one must be compiled before the alienation of the friary. A copy of the inventory is to be kept in the Provincial Curia and a second copy sent to the General Curia.

62. Before any alienation takes place, the laws and regulations in force in the particular territory to safeguard cultural assets must be examined.

Maintaining the “identity” and “integrity” of each Institution

63. When the General Minister establishes a new circumscription of the Order through a merger of two or more circumscriptions belonging to the same territory and the same cultural area, the superiors of the new circumscription decide on the location of the archives, libraries and museums. These must in all cases maintain their own identity and integrity, that is to say, they cannot be incorporated into similar institutions even if they are being reunited in one place.

64. Personal libraries (belonging to university professors, experts of various kinds, or to specific bodies) should be sent to our institutions.

65. Furthermore, any act of donation, sale or trading in the cultural assets present on our premises is absolutely forbidden.

The destination of cultural assets

66. Whenever cultural assets, for various reasons, have to be sent to premises other than those to which they belong, the following order of priorities should be respected: the transfer of cultural assets to other friaries of the province, to provincial cultural institutions, to other provinces or circumscriptions of the Order, to the central cultural institutions of the Order, the General Archives, the Central Capuchin Library, the Franciscan Museum.

67. In cases where it is impossible to manage our cultural institutions ourselves, after a decision by the Provincial Minister and his definitory, and with the prior approval of the General Minister, three possible kinds of collaboration can be envisaged:

- a) management on our own premises by outside personnel;
- b) merely keeping the cultural patrimony on our premises, but with management entrusted to an external private or public institution (a university, foundation, etc);
- c) preservation and management provided externally, with the Order retaining ownership and its obligation to ensure the integrity of the collection, of which it may regain possession at any time.

In all cases contracts must be signed by both parties, defining the terms of management. In the last case a document is to be drafted, authenticated by a notary, and kept in the provincial archives.

68. Given the large number of books that may become available because of the restructuring of our presences, surplus copies that are not needed in the province should be sent to the Central Capuchin Library, if they are of major importance or if the author or subject matter are Capuchin. In any case, a document of receipt must be drawn up for each donation attesting to the kind, quantity, origin, purpose, and ownership of each donated work.

PART III
Fostering fraternal collaboration
Towards solidarity in the Order's cultural assets

The service of authority and governance at the level of the whole Order

69. Solidarity and collaboration in the field of culture are not only highly recommended, they are an important foundation upon which to build fraternity and communion in other areas of the life and activity of the Order, especially in its economic aspects and in the exchange of personnel.

70. The General Curia has established a cultural patrimony commission whose role is to foster links, collaboration and co-ordination among the various cultural institutions of the Order at the general, provincial and local levels.

The president and members of the commission are appointed for six years by the General Minister in consultation with the General Definitory. The commission expresses its consultative opinion to the General Minister on questions concerning cultural assets, especially about their destination when cultural institutions are being suppressed or established.

The cultural assets commission also has the task of periodically ascertaining that the present *Handbook* for the Order's cultural assets is being applied in each circumscription and, whenever necessary, of reporting to the General Minister. He has the authority to intervene with the provincial ministers and to request that the principles and norms contained in the present Document, which are normative for the whole Order, are observed.

71. Similarly, a cultural patrimony commission is to be established in each province and vice-province, appointed for three years by the Provincial Minister in consultation with his definitory. It is composed of at least the directors of the three institutions, and has tasks in the territory of its own circumscription comparable to those of the commission mentioned in the previous paragraph.² The service of authority and governance at the provincial and local level

The service of authority and governance at the local and Provincial level

72. In each circumscription regulations should be drawn up regarding its cultural assets, to be approved by the major superior with his council. These regulations should define the number, purpose and management of the cultural institutions (archives, libraries, museums). A copy of the regulations should be sent to the General Curia. In this regard, see Appendix I of this *Handbook*.

73. Each cultural institution of the Order (archives, library, museum) should draw up a Statute and Regulations whose norms users should know and adhere to. A copy of such official documents is to be kept in the General Archives and in the Provincial Archives. In this regard, see Appendix II of this *Handbook*.

Different kinds of collaboration

74. The central cultural institutions of the Order – the General Archives, the Central Capuchin Library and the Franciscan Museum – can serve as facilitators and intermediaries, among other things, for the exchange of duplicate copies, between the various cultural institutions of the Order at the provincial and local levels.

75. With the approval of the General Minister, individual Collections from suppressed provinces (cf. CCL, can. 123) can be received by the General Archives, the Central Capuchin Library and the Franciscan Museum, on a “long-term loan” basis. The integrity of these Collections is to be ensured, leaving open the possibility of a return of goods destined elsewhere in the event that the original provincial entity were to revive.

76. It is preferable to create integrated networks in constant communication with one another (archives, library and museum) on single premises adapted according to the principles of modern librarianship, archival and museum science. Meetings organised at provincial level for those in charge of the different cultural institutions can be beneficial.

77. On the occasion of canonical visitations, whether general or provincial, appropriate attention should be given to assessing the state of the Order’s cultural patrimony and the condition of institutions assigned to this purpose.

78. In the mid-term reports sent to the General Curia, and also in the reports to the General and Provincial Chapter, a special section should be devoted to the description of the situation regarding cultural patrimony.

At the official handover to a new guardian, special care should be taken to include inventories of cultural assets, in the presence of the two guardians (incoming and outgoing) and of the provincial minister.

79. A copy of publications by Capuchin authors or about Capuchins (friaries, persons, activities, etc) should be sent to the Capuchin Central Library. The Library will catalogue and preserve these works and make them available to scholars and researchers in the history and spirituality of the Order. This is even more important for official publications of the provinces (official documents, personnel statistics, necrologies, etc).

The public visibility of our cultural institutions

80. A *Directory* of the cultural institutions of the Order should be compiled using the software available *online* (www.ibisweb.it/bcc Link “Directory” / “Annuario”), where the essential information are specified and recorded, e.g. circumscription; category in the field of cultural patrimony; official name; responsible institution; staff; specialization; quantity of books, periodicals and other materials and objects; accessibility for consultation.

81. The training of brothers who are particularly alert to the importance of our cultural patrimony is to be encouraged. This training should be both in general education and the humanities (ancient languages, history, the history of thought), as well as through participation in specific in-service training courses. This formation will prepare them to lead and manage the cultural institutions of the Order. The in-service courses for religious and lay staff of Capuchin archives, libraries and museums organized annually at the St. Lawrence of Brindisi College in Rome by the central cultural institutions of the Order, are an ideal opportunity to promote mutual knowledge, sharing and collaboration between the various cultural institutions of the Order.

82. Computerized cataloguing of the holdings of libraries and archives has now become essential, using functional software providing the best possible capacity to create and use catalogues, as well as to enable data exchange and cooperation with other libraries and archives, whether Capuchin or not.

83. Participation in the cumulative OPAC (Online Public Access Catalogue) of Capuchin Libraries, available online at www.ibisweb.it/bcc is strongly recommended.

84. For the purpose of promoting a shared approach through a unified system of classification of the material kept in our archives, reference should be made to the classification list and the inventory of our General Archives, which are published online [www.ibisweb.it/agc/index.html]. The general archive staff can provide information about descriptive systems in use in the historic archives and about how to organise a functional current archive.

85. For greater consistency and uniformity in the identification, organization and cataloguing of museum assets, the staff of the Franciscan Museum in Rome can provide information about the classification systems used to determine the artistic and Franciscan value of historical, artistic and liturgical assets, as well as the basic data needed to register an object, and about the catalogue software currently in use.

86. Finally, it is important to pay attention to the visibility of our cultural institutions, and to promote their use by our contemporaries through appropriate initiatives. These will include the aspect of their undoubted pastoral value.

APPENDIX I

(DRAFT) REGULATIONS FOR THE CULTURAL ASSETS AND INSTITUTIONS OF THE PROVINCE OF...

Art. 1 General principles

1. The Province of of the Capuchin Friars Minor, which has ownership of the following cultural institutions, decrees their foundation, manages their organization and supports their activities through the present Regulations. Those in charge of each institution shall observe these Regulations, coordinated by the provincial cultural assets commission, under the responsibility of the provincial minister with his definitory.

2. The cultural institutions operating in the territory of the Province of Capuchin Friars Minor of ... are hereinafter listed in detail. The Provincial Archive (Library, Museum) of the Capuchin Friars Minor of ... has its legal premises at It is arranged, in accordance with the provisions of the provincial definitory of ... at the following premises

3. The Provincial Archive (Library, Museum) are the property of "...", which administers it through the structures provided in the present Regulations. The proprietors provide appropriate annual financing, expressly allocated in their own balance sheet, to increase the holdings of each institution (documents; books; museum pieces) and to meet its running costs. The institutions may also benefit from contributions paid directly or indirectly by other bodies to the proprietors or to the institutions themselves.

Art. 2 Areas of specialization

4. The provincial Archive (Library, Museum), in addition to providing resources of a general nature and selected periodicals, covers a number of specialist areas which are subdivided as follows: ...

This subdivision must be considered as binding in the future, while as a rule the material present in each institution is considered as acquired. Any transfers of books, documents or art works must take place bearing in mind ecclesiastical and civil law, as well as the special character and also the historical background of each item.

Art. 3
Purpose of the Archives (Library, Museum)

5. The Archive (Library, Museum) has the following purposes:

- To collect, arrange, preserve and exhibit the documents (publications; art works or everyday items) produced by the proprietors, in order to preserve their identity, their memory and the evidence of their benefits for the future;
- to benefit the spiritual, pastoral and cultural formation of the Capuchin Friars Minor of the Province of ...;
- to provide information to scholars, especially those belonging to the civil and religious communities present in the territory of the Province;
- to organise training courses in cataloguing or for deeper study of the patrimony;
- to host cultural or training events organised by Universities or other religious or civil bodies.

To support the need for ongoing formation and continuous and widespread information for all the brothers and for the public at large, the above-mentioned objectives are pursued with the aim of providing everyone with the widest possible access to spiritual, cultural, technical and scientific education.

6. For the achievement of its own institutional aims the provincial Archive (Library, Museum) makes use of the following structures or entities provided by the proprietors:

- the Provincial Co-ordinator;
- the Cultural Assets Commission;
- the Council of the Archives (Library, Museum);
- the Archivist, the Librarian and the Museum Director;
- religious or lay staff working in the above institutions.

Art. 4
The Provincial Cultural Assets Commission

7. The Provincial Cultural Assets Commission is appointed by the provincial minister and his defintory for three years and is composed as follows:

- a provincial defintor
- a provincial coordinator
- those in charge of the individual cultural institutions of the province (archives, libraries, museums).

8. It is the task of the Provincial Cultural Assets Commission:

- to suggest policies that will be applied to archives, libraries and museums across the province, indicating the areas to be strengthened in the management of each, determining criteria for growth through purchases or acquisitions from other institutions, and principles for the management of holdings, and making sure that the principles are followed;
- to promote ever greater co-ordination between archives, libraries and museums by fostering collaboration and loans between institutions, so as to reduce duplication of facilities to a minimum;
- to draw up the annual programme of activities of the archives, libraries and museums, and to collaborate with the co-ordinator in its implementation;
- to draw up the annual estimates and balance sheets for presentation to the proprietors;
- to present the estimates and balance sheets of each institution to the provincial minister and his defintory for their approval;
- when necessary, to prepare technical modifications and the more important projects of the individual cultural institutions for presentation to the provincial minister. The minister, in the name of the proprietors, will then send them to public or religious bodies for possible contributions;
- to express a consultative opinion in the event of a resizing of our presences (closure of friaries) or the foundation of new cultural institutions;
- to study particular cultural problems when asked to do so by the provincial minister, to whom it will present any suggestions or proposals. These will then be assessed and approved by the Provincial with his Defintory;
- to propose amendments to the present Regulations.

9. The Provincial Cultural Assets Commission meets under the presidency of the provincial defintor, when summoned by him, at least twice a year.

Art. 5
The Council of the cultural institution
(Archives, Library, Museum)

10. Each cultural institution is governed by its own Council, composed of:

- the provincial coordinator
- the Archivist (Librarian, Museum director) of ...; any religious or lay staff of the institutions and at least two religious or lay experts from each field, appointed by the provincial minister, after consultation with the director of the cultural institution itself.

11. It is the task of the Council:

- to suggest policies that will be applied to archives, libraries and museums indicating the areas to be strengthened in the management of each, determining criteria for growth through purchases or acquisitions from other institutions, and principles for the management of holdings, and making sure that the principles are followed;
- to promote ever greater co-ordination between archives, libraries and museums so as to reduce duplication of facilities to a minimum by fostering collaboration and loans between institutions;
- to draw up the annual programme of activities of the archives, libraries and museums, and to collaborate with the Co-ordinator in its implementation;
- to draw up the annual estimates and balance sheets for presentation to the proprietors;
- to present the estimates and balance sheets of each institution to the provincial minister and his defintory for their approval;
- when necessary, to prepare technical modifications and the more important projects of the individual cultural institutions for presentation to the provincial minister. The minister, in the name of the proprietors, will then send them to public or religious bodies for possible contributions.

12. The Council remains in office for three years and meets under the presidency of the provincial coordinator, when summoned by him, at least twice a year.

Art. 6

Those in charge of cultural institutions (Archivists, Librarians, Museum directors)

13. Archivists (Librarians, Museum directors) are appointed by the proprietors for three years. They are generally chosen from among the religious of the province, but – in the judgement of the proprietors – lay people having the necessary professional qualifications may be chosen.

14. It is the task of the Archivist (Librarian, Museum director):

- to ensure that policy guidelines for the archives (libraries, museums) are implemented, to promote the annual cultural activities and to select materials for acquisition on the basis of the guidance given by the Council of the Archive (Library, Museum);
- to look after the general organization of the Archive (Library, Museum) and its proper use by the public;
- to draw up an inventory of the goods concerned with the institution of which he or she is in charge;
- to be responsible for the volume and conservation of the entire material concerned with the institution of which he or she is in charge;

- to prepare the annual balance sheets for submission to the Council of the Archive (Library, Museum) and to administer available funds;
- to prepare the annual technical-statistical report.

Art. 7 **Access**

15. All users requesting access to the Archive (Library, Museum) may consult the documentary, testimonial and artistic patrimony. For access, a letter of introduction from a Body, ecclesiastical authority or University teacher or proof of matriculation in a university are required, in addition to a valid identity document. In every institution there shall be a register of users or visitors.

16. Religious of the Province of ... have free access to the Archive (Library, Museum), but in order to consult and borrow volumes they must follow the general norms of the regulations of each institution.

Art. 8 **Premises and work areas**

17. The premises of each institution, archives, libraries and, museums, are part of the provincial curia of the Province of ... , and therefore depend directly on the provincial minister.

18. It will be the concern of the Archivist (Librarian, Museum director) to inform the fraternity about the functions of the Archives (Library, Museum) and about any interventions or initiatives of special interest.

19. The premises of the Archive (Library, Museum) may provide the following work areas: ... (Reading and consultation room, newspaper and periodicals library, multimedia facilities, conference room, etc.). Even the external area, adjacent to the entrance, should be considered as part of the library. Access to disabled persons must be facilitated by the removal of any architectural obstacles.

20. Bags and backpacks must be deposited at the entrance in the racks provided.

Art. 9 **Staff**

21 – The provincial Archive (Library, Museum) is staffed by the Archivist (Librarian; Museum director), possibly assisted by religious or lay auxiliary staff, either employed or working as volunteers. In managing the various service outlets their conduct towards users is marked by standards of objectivity, justice and impartiality.

22 – Staff employed in the various services must ensure free access to documents and assist users in their searches courteously and willingly.

Art. 10 Services provided

23. All the services provided are available during opening hours of the Archives (Library: Museum). Opening hours are displayed both outside and on the premises of the institution itself.

The following services are provided continuously and regularly. Any interruptions will be notified to users in advance.

a) Consultation and study

24. The rooms of the Archive (Library) are intended for the consultation of the documents and works contained in the Archive (Library). Entrance is permitted with one's own books. Consultation of documentary material is arranged by prior request on the form provided, which must be handed to the staff on duty in the various sections of the Library. There is an upper limit of four documents each time, whether books, periodicals, VHS, DVD or CD Rom.

25. Requests can be made up to one hour before closing time. Once the consultation is completed, the works are left on the tables so that staff may return them to the correct shelf space.

The Archivist (Librarian) in charge and the religious and lay staff of the Archives (Library) will assist researchers by providing advice and specialised bibliographies.

b) Local lending service

26. The Archive (Library, Museum) may only be consulted on site. A free loans service is available in all sections of the Library, exclusively to friars of the Province of To access this service the user may request up to ... volumes and 1 CD rom, VHS or DVD, for a maximum period of ... days. The loan may be renewed if the work has not been requested by another user. All the documentary material of the Library may be borrowed, with the exception of antique books, periodicals and general reference works.

27. Loans are personal and not transferable to any other person, and must conclude with the return of the documents to the Library.

In case of damage to or failure to return borrowed books or other documents, the loss must be made good by the purchase of an identical copy, where possible, or of another volume of the same value as indicated by the Librarian.

28. The loan of material preserved in the Museum is allowed exclusively on the occasion of exhibitions or displays, with the necessary consent of the provincial co-ordinator, and is subject to the usual conditions governing temporary concessions: approval of the competent authority for temporary removal, insurance, assurance of safe transport and display, and restoration if necessary.

c) Information and Reference

29. The Reference service is designed to meet users' needs for information and knowledge, using the services of the Archives (Library, Museum), consulting catalogues and conducting bibliographical research. Access to the bibliographical patrimony, as well as the consultation of catalogues and the search for information, may either be done directly by the user, or by staff members who will give appropriate assistance and advice regarding the selection and retrieval of the material. Bibliographical research may use a database of multimedia documentary material. The Archive (Library, Museum) has equipment available for this purpose and will willingly provide information and technical assistance.

d) Multimedia work stations

30. If the institution has multimedia workstations equipped with CD Rom and DVD readers, every user may make use of these, assisted and supervised by staff. Internet access is allowed during opening hours. However, the following are explicitly forbidden:

- email accounts
- online downloading of files
- instant messaging and chat
- internet phone calls.

31. The staff of the Archive (Library, Museum) guarantees all users basic assistance to find what they are looking for, subject to other service requirements.

Users will use their own judgement in evaluating the quality of information received.

The Archive (Library, Museum) has no control or responsibility over information or content circulating on the Internet. Such responsibility is attributable to the producers of the information or content.

32. The user has sole and direct responsibility for the use made of Internet services, in accordance with current civil and criminal law. This responsibility extends to the violation of protected access, and the observance of copyright and of user licences.

It is forbidden to perform any action that may compromise the regular functioning of the network, or prevent or restrict its use by others.

It is forbidden to alter, remove or damage the configuration of the software and hardware.

The user is bound to observe the prescriptions contained in these Regulations.

The user is bound to make compensation for any damage to equipment and software.

33. The violation of obligations arising out of these Regulations will involve:

- interruption of the session;
- suspension or exclusion from access to the service;
- suspension or exclusion from access to all library services;
- a report to the authorities.

e) Reproduction of documents

34. The Archive (Library, Museum) provides a service for the reproduction of documents, in particular of sources prior to 1900, in full compliance with copyright law. In some cases, to safeguard a particular document's state of preservation, a loan will not be permitted. It may then be useful to avail of digital reproductions.

35. Copies of documents from the Archives and the Library may only be made with the permission of the Archivist (Librarian, Museum Director), who will make a judgement on each case and whose decision is final.

36. Works which are not available for loan may be photocopied, within legal requirements, only in the library. However, the following may not be photocopied: books in a precarious state of preservation (broken binding, spoiled pages, etc.), bound periodicals, large volumes and works bearing manuscript notes, encyclopedias and all documents whose state of conservation may be corrupted.

37. Antique books may only be reproduced in digital form, the cost of which is determined by the library concerned, allowing for publisher's rights from the outset.

f) Special Collections and Local Collections

38. The Archive (Library, Museum) collects local documents of any kind, both historical and current, for the purpose of documenting the history of the territory and its cultural, social and economic life, and prepares projects that highlight and enhance the value of the collection.

39. Consultation of works contained in the section is always available during opening hours of the Archive (Library, Museum).

The Library includes a section of rare books, properly catalogued, which are not available on loan but only for reference.

All the material is available during opening hours for reference only in the room provided, excluding any type of loan.

Art. 11 Cultural activities

40. The Archive (Library, Museum) is also a meeting place for the exchange of experiences and information.

The Archive (Library, Museum) organises initiatives for the promotion of reading, information, cultural enjoyment, in-service training and inter-disciplinary debate.

41. In addition, the Archive (Library, Museum) collaborates with other local cultural institutions, in projects designed to promote the library as a teaching aid, and the promotion of reading, especially among youth.

The Archive (Library, Museum) promotes relationships and collaboration with local cultural agencies.

Art. 12 Conduct of users

42. Every user has the right to use the services of the Archive (Library, Museum) while observing good manners and politeness towards staff and other users. Consideration for others is expected so as not to disturb study, by speaking in a low voice and keeping the volume of mobile phones to a minimum,

43. In case of damage, whether culpable and malicious or caused through careless use of equipment or materials, the user will refund the cost of the damage.

44. In cases of conduct in breach of these norms, staff may invite the user to leave the premises of the Archive (Library, Museum) and in more serious cases of violation the user may be excluded from the use of all facilities of the institution.

Art. 13 Types of participation

45. Each institution is committed to promoting every type of collaboration and exchange, both at provincial level and Order-wide, by implementing the directives issued by the General Curia, facilitating the exchange of duplicates, using mutually

compatible systems as far as possible, and creating a climate of real cultural solidarity among different areas where the whole Capuchin religious family is present and active.

46. Users of each institution may suggest books and documentary material for acquisition by the Archives (Library, Museum) using the forms provided for this purpose, and are free to suggest any improvements to the service in general.

47. Modifications to these Regulations are the responsibility of the proprietors, after consultation with the Cultural Assets Commission.

48. A copy of the present Regulations for the Cultural Assets of the Province of was sent to the General Curia on

Read and approved at the Definitory meeting on

Provincial Minister

Provincial Secretary

APPENDIX II

(DRAFT) STATUTE AND REGULATIONS OF THE ARCHIVE OF THE CAPUCHIN FRIARS MINOR OF THE PROVINCE OF ...

STATUTE

1. The Archive of the Capuchin Friars Minor of the Province of ... is an Institution that collects, conserves, organises and makes available for study and research historical, administrative and pastoral documentation produced and conserved by the proprietors. Together with the other cultural institutions of the same province ... it constitutes the central nucleus of the historical, cultural and spiritual patrimony of the Order.
2. The Archive was constituted on ... (date) by a decision of the provincial minister with his definitory. Its headquarters are located at ... It is sub-divided into sections. The current section, generally covering the last twenty years, is located at ... while the historical section can be found at
3. Consultation of documents preserved in the in the Archive is limited to the historical section (to Sections ...). It is open first of all to members of the Order, who may borrow items if required. However, it is open to all scholars who request access in accordance with the norms contained in the Regulations.
4. Within the historical section of the Archive there is a collection of "reserved" documents. These may be consulted only in exceptional cases after prior assessment by the Archive director, and access is always at the discretion of the provincial minister.
5. Documents produced by the provincial curia are kept in the current section for the period required for the transaction of business by the various curial offices. They are then sent at intervals to the historical section, normally after the end of the fifth triennium.
6. In the current section, at intervals determined by the provincial minister and his definitory, the documents produced by the offices of the provincial curia are fed into the archives: those of the provincial secretariat, the personal secretary of the provincial minister, the provincial minister, the provincial bursar, various offices and secretariats of the province, in particular those for formation, vocations promotion and missionary animation, any postulations, the SFO secretariat and Capuchin nuns. These offices, and other similar secretariats or bodies, operating under the aegis of the provincial must preserve the documentary material they produce and periodically deposit it in the historical section of the Archives, normally at the end of the fifth triennium, or, if appropriate, after a change of office-holder. The Archivist of the current Archives will be consulted about this and will assist in transferring the material.

7. Should it happen that Archives belonging to any institution of the Order need to be disposed of, the General Archive of the Order has pre-emption rights over documentary collections belonging to the Order.

8. The direction of the historical section of the Archive is entrusted to the person in charge, who is answerable to the provincial minister and his definitory.

9. The person in charge is assisted in carrying out his functions by the Archival Council, composed of at least four members. The Archival Council, under the presidency of the provincial co-ordinator, composed of the archivist, possibly some religious or lay collaborators and two experts in the field, is appointed by the provincial minister after consultation with the archivist, and remains in office for three years. All its members can be removed from office, It normally meets twice a year, and performs an accompanying role, ensuring scientific competence when general directives are issued. It also monitors the economic management of the institution, by examining and presenting the annual budget and balance sheet, which must be submitted to the provincial minister and his definitory for their approval.

10. In addition to its own work of documenting the history of the Order, the provincial Archive assists in setting up archives in the new circumscriptions dependent on the province (Missions, Custodies, Vice-provinces), as soon as they are established. As a cultural institution at the service of the Church, of the Order and of historical research, the provincial Archive also collaborates with similar ecclesiastical and civil institutions.

11. The present Statute may be modified only by previous agreement with the director of the Archives and the provincial Cultural Assets Commission, with the necessary approval of the provincial minister.

12. A copy of the present Statute is kept in the provincial archives.

Date of approval...

Provincial Minister

Director of Archives

REGULATIONS

A. The premises and conditions of access

1. The Archive of the Capuchin Friars Minor of the Province of... is situated at ... Tel. ..., ..., e-mail ...
2. The Archive is open for consultation on ...days to days at the following times either by previous appointment or by ordinary registration.
3. The Archive is closed for vacation during the month of

B. Consultation

4. The Archive makes its material available to the Capuchin friars and others who specifically request access for good reasons, especially to scholars and researchers, both ecclesiastical and lay.
5. In order to gain access to the Archive, external scholars, at the discretion of the director and his staff, must present a letter of recommendation and a valid identity document.
6. Those using the services of the Archive are requested to fill in the appropriate request form and to sign the attendance register.
7. Consultation of archival material (printed or published) takes place in a reading room, since access to Archive premises is forbidden to the public.
8. Users of the reading room are requested to switch off mobile phones and to deposit bags or other containers in the lockers provided at the entrance to the reading room. Any publications or other personal research tools which the user intends to bring with him, must be shown to staff at the entrance to the reading room.
9. In the reading room it is forbidden to smoke, answer mobile phones, and to enter or remain for any purpose other than study. Users are asked to maintain silence.
10. By admission to the Archive students accept the obligation of submitting to the director a copy of their publication in which the documentary material of the Archive is used or in any way quoted.
11. Documents in a precarious state of preservation are accessible only as digital reproductions.

12. Consultation of documents is permitted only in the case of those published more than 70 years previously. Consultation of documents defined as restricted or concerning private individuals may be granted only by explicit permission in accordance with the Statute (cf. n. 4). For works that are valuable or in a poor state of conservation the director of Archives may refuse the consultation, giving reasons for the refusal.

13. Up to 5 items (documents or files) per day may be requested for consultation.

14. Documents must be handled with the utmost care; it is therefore forbidden to write notes on them, even in pencil, or to rest work sheets on them. In using the sheets, folders or files, the order in which they are presented must not be disturbed.

C. Borrowing

15. External students are forbidden to remove documents from the Archive premises for any reason whatsoever. In exceptional cases, such as exhibitions and similar events, the director may authorise the use of archival material by bodies and institutions requesting this for good reasons. In such cases there must be explicit agreements regarding security and insurance.

16. Friars whose permanent address is the same as that of the archival offices may borrow material after submitting a request to do so on the form provided, which is to be kept in a special section of the Archive itself. It is permitted to borrow a maximum of items at a time, and for a maximum of days. Renewal of such loans must be granted on each occasion by the director of the institution.

D. Reproductions

17. A request to reproduce material in paper or digital form must be explicitly requested, and authorised by the director after he has viewed the documentary material. In addition, the applicant must fill in and sign a form agreeing to use the reproduction for exclusively personal reasons, and, if applicable, must in each case request permission to publish, paying the applicable copyright fee to the Archive.

18. The Archive accepts (does not accept) off-site requests to reproduce or photocopy material (limited to cases of ...). This service can only be provided on the premises.

E. Final regulations

19. These Regulations must be read and faithfully observed by all users of the Archive.

20. No exceptions to the regulations are allowed.

21. In cases of serious non-observance, the director may forbid access to the Archive, either temporarily or permanently, to anyone refusing to comply strictly with these norms.

22. The present Regulations may be modified only by previous agreement with the Director of the Archive and the Provincial Cultural Assets Commission, with the necessary approval of the provincial minister.

23. A copy of the present Regulations is kept in the provincial archives.

Date of approval...

Provincial Minister

Director of Archives

**(DRAFT) STATUTE AND REGULATIONS OF THE LIBRARY
OF THE CAPUCHIN FRIARS MINOR OF THE PROVINCE OF ...**

STATUTE

1. The Library of the Capuchin Friars Minor of the Province of ... is an Institution that collects, conserves, organises and makes available for study and research, printed works published by, together with other historical, theological spiritual and cultural attestations of the life and pastoral activity of the Capuchins in the geographical area to which they belong. Together with the other cultural institutions of the same Province ... it constitutes the central nucleus of the historical, cultural and spiritual patrimony of the Order.
2. The Library was established on ... (date) by a decision of the provincial minister with his definitory. Its premises are located at Its official name is It is subdivided into the following sections ...
3. Consultation of the material contained in the Library is open first of all to members of the Order, who may borrow items if required. However, it is open to all scholars who request access in accordance with the Regulations.
4. Within the accessible section of the Library, there is a collection of "rare and precious books". These may be consulted only with the prior permission of the Library director.
5. Should it happen that the library of an Institution belonging to the Order needs to be alienated, the Capuchin Central Library has pre-emption rights over collections of publications by or about the Capuchins, or those judged to be of particular interest for the life of the Order. In such cases, ecclesiastical and civil laws governing the movement of cultural assets must be observed.
6. Management of the Library is entrusted to the director, who is answerable to the provincial minister and his definitory.
7. The director is assisted in carrying out his functions by the Library Council, composed of at least four members. The Library Council, under the presidency of the provincial Co-ordinator, is composed of the Librarian, possibly some religious or lay collaborators and two experts in the field, appointed by the provincial minister after consultation with the Librarian, and remains in office for three years. All its members may be removed from office. It normally meets twice a year, and performs an accompanying role, ensuring scientific competence when general directives are issued. It also monitors the economic management of the institution, by examining and presenting the annual budget and balance sheet, which must be submitted to the provincial minister and his definitory for their approval.
8. In addition to its own work of documentation and consultancy, the provincial Library assists in setting up libraries in the new circumscriptions dependent on the province

(Missions, Custodies, Vice-provinces) as soon as they are established. As a cultural institution at the service of the Church, of the Order and of historical research, the provincial Library also collaborates with similar ecclesiastical and civil institutions.

9. The present Statute may be modified only by previous agreement with the director of the Library and the provincial Cultural Assets Commission, with the necessary approval of the Provincial Minister.

10. A copy of the present Statute is kept in the provincial archives.

Date of approval

Provincial Minister

Library Director

REGULATIONS

A. Premises and conditions of access

1. The Library of the Capuchin Friars Minor of the Province of... is located at ... Tel. ..., ..., e-mail ...
2. The Library is open from to at the following times... either by previous appointment or by ordinary registration.
3. The Library is closed for vacation during the month of ...

B. Consultation

4. The Library makes its material available to the Capuchin friars and to others who specifically request access for good reasons, especially to scholars and researchers, both ecclesiastical and lay.
5. In order to gain access to the Library, external scholars, at the discretion of the director and his staff, must present a letter of recommendation and a valid identity document.
6. Those using the services of the Library are requested to fill in the appropriate request form and to sign the attendance register.
7. Consultation of printed or published material takes place in a reading room, since access to the Library premises is forbidden to the public.
8. Users of the reading room are requested to switch off mobile phones and to deposit bags or other containers in the lockers provided at the entrance to the reading room. Any publications or other personal research tools which the user intends to bring with him, must be shown to staff at the entrance to the reading room.
9. In the reading room it is forbidden to smoke, answer mobile phones, and to enter or remain for any purpose other than study. Users are asked to maintain silence.
10. By admission to the Library students accept the obligation of submitting to the director a copy of their publication in which the documentary material of the Library is used or in any way quoted.
11. Antique volumes or those in a precarious state of preservation are accessible only as digital reproductions.
12. Consultation of volumes belonging to the "rare and precious" collection may be granted only by explicit permission in accordance with the Statute (cf. n. 4). For works that are valuable or in a poor state of conservation the Library director may refuse the consultation, giving reasons for the refusal. All such material is not available for loan, but may only be consulted on the premises.
13. A maximum of publications per day may be requested for consultation.

14. Volumes must be treated with the utmost care; it is therefore forbidden to write notes on them, even in pencil, or to rest work sheets on them.

C. Borrowing

15. External students are forbidden to remove documents from Library premises for any reason whatsoever. In exceptional cases, such as exhibitions and similar events, the director may authorise the concession of antique and rare volumes to bodies and institutions requesting this for good reasons. In such cases there must be explicit agreements regarding security and insurance.

16. Friars whose permanent address is the same as that of Library premises may borrow material after submitting a request to do so on the form provided, which should be filed. A maximum of items at a time may be borrowed, for a maximum of days. Renewal of such loans must be granted on each occasion by the director of the Library.

D. Reproductions

17. A request to reproduce material in paper or digital form must be explicitly presented to and authorised by the director, after viewing the condition of the publication and in compliance with current copyright laws. In addition, the applicant must fill in and sign a form agreeing to use the reproduction for exclusively personal reasons.

18. The Library accepts (does not accept) off-site requests to reproduce or photocopy material (except in cases of ...). This service can only be provided on the premises.

E. Final norms

19. These Regulations must be read and faithfully observed by all users of the Library.

20. No exceptions to the regulations are allowed.

21. In cases of serious non-observance, the director may forbid access to the Library, either temporarily or permanently, to anyone refusing to comply strictly with these norms.

22. The present Regulations may be modified only by previous agreement with the Director of the Library and the Provincial Cultural Assets Commission, with the necessary approval of the Provincial Minister.

23. A copy of the present Regulations is kept in the provincial archives.

Date of approval...

Provincial Minister

Library Director

**(DRAFT) STATUTE AND REGULATIONS OF THE MUSEUM OF THE
CAPUCHIN FRIARS MINOR OF THE PROVINCE OF ...**

STATUTE

1. The Museum of the Capuchin Friars Minor of the Province of ... is an Institution that collects, conserves, organises and makes available for study and research, the iconographical objects in its possession which document Franciscan life, history and spirituality. Together with the other cultural institutions of the same Province ... it constitutes the central nucleus of the historical, cultural and spiritual patrimony of the Order.

2. The Museum was established on ... (date) by a decision of the provincial minister with his definitory. Its premises are located at (If the Museum has received a ministerial decree issued by the government: By Ministerial Decree issued on /.../.../... , it was registered as a non-State museum as a Minor Museum, Diocesan or Religious N.)

3. Viewing and study of the iconographical objects preserved in the Museum is limited to the objects displayed in the viewing rooms of the Museum.

4. The Museum incorporates are some collections, such as... (Designs and Prints Cabinet, the seals and medals Collection, etc...). These may be consulted only in exceptional cases after prior assessment by the Museum director.

5. In the event that Franciscan works of art of any friary or fraternity of the province need to be alienated, the Provincial Museum has pre-emption rights over the artistic or historical works belonging to the province.

6. The Museum is linked to the province to which it belongs and maintains privileged relationships with it, promoting its work of research and publication of iconographical material concerning the life, spirituality and pastoral work of the province and the Order. For these reasons, members of the province enjoy special privileges regarding on-site consultation and the borrowing of requested material.

7. The management of the Provincial Museum is entrusted to the Director, who is answerable to the provincial minister and his definitory.

8. The Director is assisted in carrying out his functions by the Museum Council, composed of at least four members. The Museum Council, under the presidency of the provincial co-ordinator, is composed of the Director, possibly some religious or lay collaborators and two experts in the field, appointed by the provincial minister after consultation with the Director, and remains in office for three years. It normally meets twice a year, and performs an accompanying role, ensuring scientific competence when general directives are issued. It also monitors the economic management of the institution, by examining and presenting the annual budget and balance sheet, which must be submitted to the provincial minister and his definitory for their approval

9. In addition to its own work of documenting the historical and iconographical patrimony of the Order, the Museum collaborates with public bodies by lending its objects to international, national and local exhibitions, with due precautions. In addition, it offers a technical and scientific consultancy and training service, aimed specifically at encouraging the setting up of museums in the new circumscriptions. As a cultural institution at the service of the Church, of the Order and of historical research, the Museum also collaborates with similar ecclesiastical and civil institutions.

10. The present Statute may be modified only by previous agreement with the Museum Director and the provincial Cultural Assets Commission, with the necessary approval of the Provincial Minister.

11. A copy of the present Statute is kept in the provincial archives.

Date of approval

Provincial Minister

Museum Director

REGULATIONS

A. Premises and conditions of access

1. The Museum of the Capuchin Friars Minor of the Province of... is located at ... Tel. ..., ..., e-mail ...
2. The Museum is open from to at the following times...

Visits and consultations are possible either by previous appointment or by ordinary registration.

3. The Museum is closed for vacation during the month of ...

B. Visits and consultation

4. The Museum makes its material available, exhibited in the rooms of (upper and lower floors) to Capuchin friars and to others who specifically request access for good reasons, especially to scholars and researchers, both ecclesiastical and lay.

5. All visitors are asked to sign the Visitors Book, giving date, name and surname, nationality and domicile.

6. Access to the special Collections ... (Designs and Prints Cabinet, the seals and medals Collection, etc.....), is at the discretion of the director and his staff, on presentation of a letter of recommendation and a valid identity document.

7. Users wishing to consult special Collections are asked to fill in the appropriate request form. For works that are valuable or in a poor state of conservation the Museum Director may refuse the consultation, giving reasons for the refusal.

8. Drawings and prints must be handled with the utmost care; it is therefore forbidden to touch them with bare hands, to write notes on them, even in pencil, or to rest work sheets on them. When consulting the material, the order in which the sheets and files appear must not be disturbed.

9. In the rooms of the Museum it is forbidden to smoke, answer mobile phones, and to take photographs.

10. By admission to the Museum students accept the obligation of submitting to the director a copy of their publication, in which the iconographical material of the Museum is used or in any way quoted.

C. Borrowing

11. No object from the Museum may be loaned for display in any exhibition without the prior consent of and the conditions imposed by the regional or national regulatory body, as well as the permission of the ecclesiastical authority, which is responsible for determining the state of conservation of the object and the advisability of the loan. The customary security agreements and guarantees must always be obtained.

D. Reproductions

12. Photostatic and photographic reproductions must be explicitly requested, and authorised by the director, having previously viewed the iconographic material. In addition, the applicant must fill in and sign a form agreeing to use the reproduction for exclusively personal reasons, and, if applicable, must in each case request permission to publish, paying the applicable copyright fee to the Museum.

E. Final Norms

13. These Regulations must be read and faithfully observed by all visitors and users of the Museum

14. No exceptions to the regulations are allowed.

15. In cases of serious non-observance, the director may forbid access to the Museum, either temporarily or permanently, to anyone refusing to comply with these norms.

16. The present Regulations may be modified only by previous agreement with the Museum Director and the Provincial Cultural Assets Commission, with the necessary approval of the Provincial Minister.

17. A copy of the present Regulations is kept in the provincial archives.

Date of approval

Provincial Minister

Museum Director

APPENDIX III

FRANCISCAN MUSEUM * ROME *

NR. INV. PLACE "SOPRINTENDENZA"
AUTHOR SCHOOL
SUBJECT 1
SUBJECT 2
TITLE
TECHNIQUE MATERIAL
SHAPES MEASUREMENTS
(cm)
PROVENANCE STATE
DATE FRAME FONDS
GLASS

DESCRIPTION	TABLE
	