



## WCC Archives Rules

In effect as on February 1<sup>st</sup> 2012

The Archives of the World Council of Churches (WCC Archives) ensure the preservation and dissemination of the institutional memory of the ecumenical movement. In collaboration with the WCC Library, the WCC Archives are responsible for cataloguing, storing preserving, managing and diffusing documents produced by the World Council of Churches and other related organizations or persons. The WCC Archives includes both written and audiovisual documents (photographs, moving images, sound, microforms) in either analog or digital form.

### Article 1 – Application of the Archives Rules

- 1 The Archives Rules determine how to access and use WCC Archives, including:
  - a. archives of WCC governing and consultative bodies (Assembly, Central Committee, Executive Committee, commissions) ;
  - b. archives of WCC programmes, departments and administrative units;
  - c. archives of predecessors of WCC bodies and units;
  - d. archives and personal papers of ecumenical personalities;
  - e. archives of other provenance, collected or deposited in the WCC Archives;
  - f. collections of books, periodicals and brochures preserved in the WCC Archives.
- 2 The Archives Rules apply to current records, semi-current records and closed records stored in offices, administrative accommodations or transferred to the archives.

### Article 2 – Principle of Consultation

- 1 The following persons have access to the WCC Archives:
  - a. WCC staff members pursuing their professional duties;
  - b. depositors and staff members of depositing organizations to their archives;
  - c. the general public.

### Article 3 – Principle and Terms of Access to the Documents

- 1 Access is granted to files of WCC Archives after 20 years, calculated from the date on which the requested file is closed.
- 2 In any particular case, WCC may revoke open access to any document at any time when it asserts preponderant interests.
- 3 Files containing personal information of individuals whose disclosure might prejudice or harm their privacy are subject to an embargo period of 50 years.
- 4 Files containing information whose disclosure might harm preponderant interests of WCC are subject to an embargo period of 50 years.
- 5 Any disclosure of current and semi-current records requires authorization. Disclosure of current or semi-current archives of Human Resources Department is excluded in any case.



- 6 Records and official documents that have been published or made publicly accessible at the moment of their creation remain in open access.
- 7 As long as they are holding office, WCC staff members have open access to the archives of their department or programme as well as to the archives of their predecessors without any embargo.
- 8 Access to archives of other organizations or to personal papers is governed by a specific agreement between WCC and the depositor.

### **Article 4 – Application to Disclose Records within the Embargo Period**

- 1 Any user who asks for access to records during an embargo period is requested to submit a written request to the archivists of WCC explaining the research purpose and specifying in as detailed and precise way as possible the records or documents whose disclosure he or she requests.
- 2 The request will be examined by the archivists. If necessary, they may seek advisory opinions of competent staff members before submitting a recommendation to the General Secretary or any other designated officer for decision.
- 3 Authorized disclosure may include restrictions on or specific terms for use of the information, such as, for example, anonymity of individuals or submission of manuscripts before publication, whenever the WCC states preponderant interests.
- 4 In general, a disclosure on request by a user opens those same records for any other user.

### **Article 5 – Consultation**

- 1 Consultation of archives by staff members and the general public takes place exclusively in the reading room of WCC Archives and only on working days of the archivists; therefore any visit must be approved and arranged in advance with the archivists. No archival material may be removed from WCC Archives except for exhibition purposes.
- 2 Consultation of the archives includes free entrance to the reading room, guidance and support to start the search, reading, transcribing and quoting the documents.

### **Article 6 – Rules of Consultation**

- 1 To consult the WCC Archives, the user must:
  - a. fill in the “Archives Registration Form” and submit it in advance to WCC Archives and inform the staff of his or her coming (at least 15 days before arriving), preferably by e-mail;
  - b. present at her/his arrival a valid ID (passport, ID card, student card);
  - c. announce oneself to the archivists each visiting day;
  - d. follow the Consultation Rules as they are stated on the “Archival Units Order Form”;
  - e. request authorization from the archivists before using public or personal equipment, such as microform reader, photocopier, camera, flatbed scanner;
  - f. inform the archivists before leaving the reading room if the consultation of documents is finished and, if not, when she or he will resume.

### **Article 7 – Restriction on the Use of Original Documents**

- 1 The archivists may exclude access to the original document if a microfilmed or digitized copy is available.
- 2 Regarding sound documents, moving images and photographs, the archivists may exclude access to original media items if they consider the consultation could damage the document.



- 3 Access to archival material may be temporarily delayed to allow compulsory preservation work before it is ready for consultation in the reading room.

### **Article 8 – Quotation, Use of documents and Post-Publication Copy**

- 1 To identify archival sources quoted in research or publication, whether printed or electronic, the user is asked:
  - a. to quote the source as “World Council of Churches Archives” or “WCC Archives” and to add the complete archival reference number of any document cited in his or her publication;
  - b. to add a copyright reference to any document reproduced as an image in a publication as “by permission of World Council of Churches” and adding if available author (photographer), title, year and archival reference number.
- 2 The user is solely responsible for the accuracy of citations or quotations that he or she employs.
- 3 The user is obliged to provide the WCC Archives with a free copy of any publication, whether printed or electronic, based on research in WCC Archives, citing, quoting or reproducing a WCC Archives document.
- 4 Any publication of a WCC Archives document in a critical edition, anthology, textbook or monograph, whether printed or electronic, requires explicit approval of the WCC.

### **Article 9 – Reproduction**

- 1 If damage is prevented and authorization by the archivists is obtained, the user can make photocopies, scans, prints of microfilms or can take photos with a digital camera (without flash). More information is given in the appendix “Archival Fees.”
- 2 The user may order copies of documents. More information is given in the appendix “Archival Fees.”

### **Article 10 – Archival Fees**

- 1 Consultation of WCC Archives is free of charge. The archivists help and guide the user to start the search.
- 2 Any other services carried out by the archivists, such as search and documentation on written requests and reproduction of documents, are subject to the search and documentation fee as specified in the appendix “Archival Fees.”
- 3 Basic charges and reproduction fees may be reduced upon request, notably in case of multiple copies, limited financial resources of the applicant, or if the WCC considers any opportunity to support the applicant.

### **Article 11 – Copyright and Permission Terms**

- 1 The WCC claims copyright on its archives. Copyright of archives of depositors or depositing organizations is governed by a specific agreement between WCC and the depositor.
- 2 The user is obliged to declare any public use of a document reproduced as an image or a sound document.
- 3 Use of a document (whether text, photo, sound or other) reproduced for non-commercial purposes (i.e. private use, educational purpose or academic research, and not for sale) requires the



approval of the WCC, but is free of any permission fee if there is no other publication subsidy available.

- 4 The user is required to declare if he or she has any publication subsidy available for an educational or academic publication to cover the full reproduction and permission fee.
- 5 Commercial use of a document reproduced as an image or of a sound document requires the approval of the WCC and is subject to a permission fee as specified in the appendix "Archival Fees". The permission is granted for a single use or publication. Any subsequent use or any use by a third party requires new authorization and is subject to a new permission fee. The user is responsible for preventing illicit use by third parties.
- 6 Enhanced commercial use as in mass media, internet, advertising, etc., requires an agreement with the WCC specifying the terms of use, such as permitted languages, territories, media, editions, duration of showing in a film or on a website, repetitive use and other terms or conditions of use.
- 7 Permission fees may be reduced upon request, notably in case of multiple copies, multiple use, limited financial resources of the applicant or in so far as the WCC considers any opportunity to support the applicant.

### **Article 12 – Being in Effect**

The Archives Rules, read and approved by the World Council of Churches General Secretary, Rev. Dr. Olav Fykse Tveit, is coming into effect as from 1<sup>st</sup> February 2012.

*Rev. Dr. Olav Fykse Tveit*