



Protocol for Accessing Archives

The Archives Committee welcomes and invites FSA Members as well as other members of the community who are interested in viewing and/or researching the records stored in our current collection to do so. Therefore, we present this protocol to be observed that we hope will allow free access to the collection as well as to preserve the integrity of the contents and help to maintain the current organization.

If you wish to access the collection, please follow these steps:

- Contact either the Chair of the Archives Committee or the Secretary by phone, text or email. Their contact information is as follows:
 - Don Jones, Chair cell # 519-902-0317 email - nodsenoj@gmail.com
 - Pat Carter, Secretary cell # 519-319-5421 email – carter.fam@sympatico.ca
- Discuss the nature of your request and indicate whether or not you may want to borrow anything from the collection.
- The Archives Room which is located on the 2nd floor of St. Andrew's Hall is in the part of the building which is currently rented by the El Sistema Program. Keys to the second floor and the Archives Room may be obtained from Kathryn Skelley in the church office, Kathryn is **not** responsible to provide any other assistance in locating the room and/or material.
- A catalogue of the material contained in the collection is available on the **FSA website** as well as in a hard copy format in the Archives Room. Assistance to understand this catalogue is available from the people listed above, or any member of the Archives Committee.
- Material removed from the shelves, the upright file storage cabinet or a 'box' should be left in the tray provided for this purpose and another member of **the committee will re-file it**.
- If you wish to 'borrow' a specific item(s), please complete a form provided for this purpose, indicating the item(s) borrowed; the date it was taken; the name, telephone # & email address of the borrower; the expected date of return – then please sign this form and leave it in the tray provided. **The borrowing period is no longer than 1 month.** A committee member will follow up with the borrower if the item(s) is not returned as expected.
- To **return** any item(s) which was borrowed, please access the room in the same manner as when borrowing – that is contact Kathryn in the church office to obtain the necessary keys; then leave the material in the tray provided. **Please send/or leave a message with either Don Jones or Pat Carter when this is done.**

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350 Queens Avenue, London, ON N6B 1X6 • Tel: 519-679-8182 • E-mail: mail@fsaunited.com

www.fsaunited.com