

# THE PETER-HANS KOLVENBACH LIBRARY

## REGULATIONS

### I. MISSION - VISION - OBJECTIVES

#### Article 1: Vision.

By the year 2022 the Peter Hans Kolvenbach Library of the General Curia of the Society of Jesus will be open to all persons interested in sharing in the history and spirituality of the Society of Jesus.

#### Article 2: Mission.

**We are** an apostolic work of the General Curia, staffed by Jesuits and lay people who provide excellent bibliographic services to those interested in reading about and researching the broad cultural and spiritual heritage of the Society of Jesus.

**We wish** to make available to the public this great heritage of the Society of Jesus, which consists of spiritual, philosophical, theological, historical, scientific, artistic, and cultural works.

**We have** a vast store of books written by Jesuits, as well as books on the Society written both by Jesuits and other authors. The highly qualified staff of the library are knowledgeable about the intellectual and spiritual history of the Society, and they are skilled in use of modern technological media.

#### Article 3: Objectives.

1. To offer excellent services for readers and researchers who use the library.
2. To provide efficient management that will guarantee the preservation, protection, ordering, and constant renewal of bibliographic material.
3. To make better known the bibliographic richness of the universal Society of Jesus.
4. To create inter-library communications networks with other institutions at a global level and especially in the city of Rome. .

### II. GENERAL REMARKS

#### Article 4: Name.

The two previously existing libraries—the Historical Library of the Society of Jesus and the Library of Father General—were integrated in 2017 and given the name Peter-Hans Kolvenbach Library of the General Curia of the Jesuits.

### III. ORGANIC STRUCTURE

**Article 5:** The organization of the library consists of a Commission, a Director, professional librarians, and assistants for the secretariat and general services.

**Article 6:** The Commission is appointed by Father General.

**Article 7:** The Director is appointed by Father General in consultation with the Commission.

**Article 8:** The library staff are appointed by the Director following the norms of the Human Resources Office of the General Curia.

#### **IV. COLLECTIONS**

**Article 9:** The Peter-Hans Kolvenbach Library of the General Curia of the Jesuits consists of the following major sections:

- Books written by Jesuits.
- Books on the history of the Society of Jesus
- Antique books.
- Periodical publications.

#### **V. SERVICES**

**Article 10:** The Library offers the following services:

- Computer-equipped reference room for bibliographic research.
- Information, assistance, and reference services for users.
- Lending of books, but only to Jesuits residing in the General Curia.
- Photocopies and scans of articles and parts of volumes, in compliance with national and international regulations concerning copyright and intellectual property rights.

#### **VI. USERS**

**Article 11:** The following persons are considered users of the Library: 1) Jesuits of the General Curia, 2) Jesuits not belonging to the General Curia, and 3) Priests, religious men and women, and lay people in general.

**Article 12:** All users should know and comply with the regulations for the use of the Library.

#### **VII. RIGHTS AND OBLIGATIONS OF USERS**

**Article 13: Rights.**

- Receive cordial and professional attention from the staff of the Library.
- Receive quick and efficient attention to specific requests for Library services.
- Obtain complete information about the functioning and regulation of each Library service.
- Have a quiet and peaceful environment for reading, study, and research.

**Article 14: Duties.**

- Behave respectfully toward the library staff and other users of the Library
- Refrain from bringing in food and drink, from smoking, and from engaging in activities that disturb the tranquility of the Library.
- Keep silence inside the Library to facilitate the work of other users.

- Use bibliographic material, electronic devices, and other Library property appropriately.
- Accept the suggestions of the Library staff as regards behavior and use of the Library.
- Be aware that all loans of bibliographic material are strictly for personal use and are non-transferable.
- Return bibliographic material in accord with the instructions regulating returns.
- Communicate in timely manner the loss or deterioration of bibliographic material or electronic devices belonging to the Library.
- Pay a fine in the case of causing damage to bibliographic material.
- Accept inspection of bags and backpacks when leaving the library.
- Respect the regulations that apply to each of the Library's services.

### **VIII. HOURS OF AVAILABILITY.**

**Article 15:** The library is open to the public Monday to Friday, from 9.00 to 12.45 in the morning and from 2.00 to 4.45 PM in the afternoon.

**Article 16:** The Jesuits of the General Curia have access to a special key so that they can use the library at any time of day or night, including the weekends.

### **IX. CONDITIONS OF LENDING FOR EXHIBITIONS.**

**Article 17:** In exceptional cases the Library lends out its bibliographic materials and its collections, but only for scientific endeavors or important events.

**Article 18:** The organization requesting the loan should supply information about the scientific project, specify dates and location, and give assurances regarding protection of the materials and climate control.

**Article 19:** The loan application should be addressed to the Director of the Library. It should specify all security measures that will be provided at the exhibition location, with special attention to:

- temperature (between 15 and 20 degrees centigrade).
- relative humidity (between 50% and 60%).
- type of lighting in the exhibition space and from the windows.
- anti-fire and burglar alarm systems (their presence and characteristics).

Supervision should be twenty-four hours a day, either by suitable personnel or by telecameras.

The loan application form should be completed, signed, and returned to the library.

**Article 20:** Any display cases containing rare or valuable materials must be provided with security locks and even alarms. The tomes should be displayed on a surface that is horizontal or slightly inclined; they should never be positioned vertically

**Article 21:** The maximum duration of the loan is three months. The works will be delivered ten days before the start of the exhibition and should be returned to the Library immediately after the closing.

**Article 22:** The Library will determine the insured value of each individual work. The borrowing institution is responsible for any damage to the works and should reimburse the Library for same. The borrowing institution should take out an insurance policy with the Library as the beneficiary; the policy should protect the materials against all types of risk according to the “nail to nail” formula, with no one excluded. It should be delivered to the Library at least 7 days before the works are due to be lent out. No possibility of recourse against the carriers or the packers will be allowed. The insured value should be indicated for each piece; general policies are not accepted.

**Article 23:** The packaging and transporting of the works being loaned out must be carried out by a forwarder (a company specializing in the transportation of works of art); the Library reserves the right to verify the suitability of the packaging and the means and conditions of transport.

**Article 24:** Works may be exhibited only in rooms designed for exposition and should not be removed from those premises. No attempt at restoration is allowed. The works must be returned in the same condition in which they were delivered.

**Article 25:** The Library’s written authorization is required for any type of reproduction (and/or commercialization of reproductions) of works of the Library. Each work should be identified, whether in the exhibition areas or the accompanying catalogue, with the following title: “*Peter-Hans Kolvenbach Curiae Societatis Jesus — Rome, location*”. At the end of the exposition the borrowing organization should give the Library three free copies of the exposition catalogue.

Rome, September 15, 2017

Director, P-H Kolvenbach Library