

Researcher Code of Conduct

The Office of Archives, Statistics, and Research (ASTR) is happy to welcome researchers to the General Conference Archives and to the Rebok Memorial Library. We expect that all researchers will abide by the general rules and policies of the General Conference Archives and Rebok Memorial Library.

General Rules and Information

1. Researchers should set up research visits two weeks (at minimum) in advance of their visit. They must supply a completed application to conduct research, a signed code of conduct, and any necessary documentation to ASTR staff before scheduling a visit.
2. The Battle Creek Room hours are generally from 9:00 AM to 12:00 PM and 1:00 PM to 5:30 PM, Monday through Thursday. On Wednesdays, the Research Center opens at 9:30 AM. The Research Center is closed on Sundays, Fridays, and Saturdays, as well as on many federal holidays.
3. Researchers who bring a packed lunch can eat in the Takoma Park Room (ASTR's conference room) as long as it is not in use. Researchers who do not bring a packed lunch should know that there are several local restaurants within a short walking and/or driving distance of the Seventh-day Adventist Church headquarters. There is no on-site food service.
4. Place coats, bags, cases, and backpacks in spot designated in the Battle Creek Room.
5. Do not eat or drink in the Battle Creek Room.
6. Please keep phones off or on vibrate to maintain a quiet atmosphere.
7. Pencils are the only writing utensils allowed in the Battle Creek Room.
8. Researchers are free to use their personal laptops to take notes, but please note that there is only one location in which to charge devices.

Records Handling

1. Researchers can request records by informing ASTR staff of the boxes they wish to see. These records, as long as they are in alignment with the [Access Policies](#), will be brought to the Battle Creek Room on a cart. All records should be considered rare and treated as such.
2. Documents or materials may only be examined in the Battle Creek Room and may not be removed from the Battle Creek Room.
3. Researchers should keep hands clean and free from any substance that could stain or damage records or their containers.
4. Researchers may only use one box at a time, one folder at a time, and one file at a time to prevent misplacement of records within containers. Records must be laid flat and viewed on top of a Battle Creek Room table.
5. Records should not be placed on the researcher's lap, on a chair, or on the floor. Records should not be handled or read in mid-air. Researchers are not allowed to write on records or their containers, or on paper that is placed on top of records.
6. Researchers must not alter, mark, damage, destroy, or amend records or their containers in any way. If they note that a record is damaged, they should alert ASTR staff to the issue.
7. Researchers must not try to remove staples, pins, paperclips, or other fasteners under any circumstances; please ask the Research Center Manager for assistance. They must not add fasteners to any records.
8. While researchers can retrieve books from the Rebok Memorial Library's open stacks for themselves, they must not re-shelve books when they are finished using them. Please return the books to the cart beside the pillar in the open stacks. Books that are not shelved in the open stacks can be returned to ASTR staff or left on the cart with archival materials from the vault.

Photocopying and Scanning

1. Researchers are allowed to make photocopies or scans of records.
2. Photocopies cost twenty-five cents (\$0.10) per page. Researchers should maintain a log of photocopies made so that an accurate amount can be paid to the ASTR office manager at the end of their visit.
3. You are free to use a camera or smartphone to take photographs of documents or materials. The use of stands to hold camera or smartphones is permitted, though care should be taken that the stands are never placed on top of records.
4. If a record is particularly fragile, researchers should ask for assistance with photocopying or scanning it.
5. Images and reproductions of documents and materials, whether digital, photocopied or otherwise, are for a researcher's personal use. These images and reproductions of documents and materials may be quoted or cited, but **may not** be recopied, duplicated, or distributed, except with written permission from the Director of the General Conference of Seventh-day Adventists' Office of Archives, Statistics and Research.
6. Researchers must supply copies of any digital images to ASTR, which accepts transfer of files via Dropbox, OneDrive, and WeTransfer.

Copyright and Permissions

1. All copyrights and other intellectual and ownership rights of any documents or materials viewed, copied, duplicated, or photographed, are owned exclusively by the General Conference of Seventh-day Adventists.
2. Researchers should not quote, copy, duplicate, or distribute any materials owned by the General Conference of Seventh-day Adventists without written permission from its Director of Archives, Statistics, and Research.

Scholarship

1. Researchers are requested to provide the Office of Archives, Statistics, and Research one copy of any published article in which they cite or quote from documents in the archives of the General Conference of Seventh-day Adventists (or, if published both in print and electronically, one printed and one electronic copy); and one paper copy of any unpublished thesis or dissertation, or one printed copy of any published book, or one digital copy of any audio or visual work, in which they substantially draw on material in the said archives.

Changes to these rules and policies, or additions to them, can be added at any time, and will be communicated to researchers in as clear a manner as possible.

I have carefully read this code of conduct and agree to follow it. I understand that failure to abide by these rules and policies can result in my researcher privileges being revoked.

Name of Researcher _____

Signature of Researcher _____

Date _____