

Custody of the Holy Land

**GENERAL LIBRARY
of the Custody of the Holy Land**

REGULATION

JERUSALEM 2014

FOREWORD

The Church, “sign and instrument of the intimate union with God and the unity of the Human being” (*LG1*), significantly reflects the Gospel and contributes in multiple ways to the authentic human promotion. We humbly have to recall that “scientific research tries to set attained results, yet underlines the relative nature and always moves onwards. We cannot stop in front of what is already known. Who researches does not know where to rest his head. In end whoever searches is taken by the hand of the object he studies and is lead towards a new life’s horizon and the truth.” Blessed John Duns Scotus says: *On man’s path knowledge of truth will always increase*.¹

Through the ecclesiastical libraries, in which eloquent testimonies of its existence and work are guarded, the Church’s mission to create the Kingdom of God (cf. *GS 40*) are documented and its commitment to build, together with other people of good will, a society which is more respectful of human life and of the values of beauty, culture, freedom and justice. Ecclesiastical libraries also have an “exceptional value in evangelization, in the catechesis, in the promotion of ‘a culture of solidarity’ and dialogue with the contemporary world”.²

The Franciscan tradition has continuously worked, as one of its primary commitment, to efficiently safeguard its book patrimony and bequeath it to posterity as a spiritual richness that today may help answer the challenges that each culture puts in front of the Gospel’s truth. It is right to mention that regarding libraries, “they are not museums, but a place where book and paper patrimony must be guarded, which is now accessible, through search engine, and an intellectual development linked to the questions of our times”.³

The double value regarding the promotion of culture and dialogue that will spur us in putting ourselves inside the questions of our time, assumes a particular meaning for the Ecclesiastical libraries of the Custody of the Holy Land, since the cultural heritage that they keep are a deposition of primary importance for the religious history of the Christian people: here [*hic*] where everything began and is found. “Here Christians are called not only to serve as ‘a beacon of faith for the universal Church, yet as yeast of harmony, wisdom and equilibrium in a life that traditionally was and will be pluralistic, multiethnic and multi religious...’ The more we put our attention and our heart on the earthly Jerusalem, the more the desire of the heavenly Jerusalem will rise, the real destination of every pilgrimage and the passion to make the name of Jesus, in whom there is the only salvation, be known by all (cf. *At 4,12*)”⁴

In compliance with what prescribed by the *Particular Status* of the Custody of the Holy Land the reality of the John Duns Scotus Custodial Library is regulated by the following Regulation duly approved by the competent authority.⁵

¹ CARBALLO J. R., Finalità e ruolo dell’università franciscana. Saluto [19.X.2007], in *Enchiridium dell’Ordine dei Frati Minori*, III, 5321.

² CEL, I beni culturali della Chiesa in Italia. Orientamenti [9. XII.1992], n. 19, in *Enchiridium Conferenza Episcopale Italiana*, 5, 1245.

³ CARBALLO J. R., Il Sapore della Parola. La vocazione intellettuale dei Frati Minori oggi. Lettera [13.VI.2005], in *Enchiridium dell’Ordine dei Frati Minori*, III, 3021.

⁴ BENEDETTO XVI, Verbum Domini. Esortazione Apostolica Post Sinodale sulla Parola di Dio nella vita e nella missione della chiesa [30. IX.2010] n. 89, in *Enchiridium Vaticanum*, 26, 2377.

⁵ “La Biblioteca Custodiale, con sedi a San Salvatore e al Terra Santa College di Gerusalemme Ovest, è diretta dal Bibliotecario Custodiale, e destinata in modo particolare allo Studium Theologicum Jerosolymitanum e anche al pubblico, essendo parte importante dell’apostolato culturale della Custodia, con rilevanza anche per il dialogo con gli uomini di altre religioni e delle diverse culture. Essa è retta da un proprio regolamento, proposto dal Bibliotecario Custodiale e approvato dal Discretorio di Terra Santa”: Statuti Particolari [SSPP] e Statuti Speciali [SSSp] della Custodia di Terra Santa, SSPP art. 83 §2, in *Acta Custodiæ Terræ Sanctæ* 57 (2012) n.1, 31.

TITLE I

LIBRARY NATURE, PURPOSE AND TYPOLOGY

ART. 1

1. The *General Library of the Custody of the Holy Land* (BGTS) is an organized collection of manuscripts, printed material or elaborated documents by other means, with the objective to spread texts and images, which are property of the Custody of the Holy Land. It began and developed to serve the institution that owns it.
2. Being the library a cultural patrimony, it is accessible to external students, pursuant to the dispositions issued by the competent ecclesial authority.
3. The library at the same time preserves and updates, fulfilling both requirements with defined specialized sectors.

ART. 2

1. The BGTS is a particularly renowned library due to its patrimony and the service it offers; it is open for consultation on permanently specific days and time.
2. The BGTS responsible is selected by the Custos Father and his Discretorio, people who are specifically competent and have an adequate preparation on the subject.⁶

TITLE II

Internal Rules of Procedure

CHAPTER I

PURCHASE AND CONVERGENCE OF DIVERSE FUNDS

ART. 3

1. The BGTS increases its patrimony through purchase, donations, exchange, *ex officio* awards of library capital linked to people or offices which are connected to the owner (cf. SSPP ART. 84 * 3).
2. Upon purchase, the single volumes are marked by stamp or other permanent library stamps, in any case, avoiding alteration or damage; if they are in use they are registered in the specific entrance register by annotation of the progressive number and origin.

ART. 4

1. The owner and responsible of the BGTS, under canonic jurisdiction, is the Custody of the Holy Land.
2. It is allowed to fully or shortly place in the temporary or permanent deposit at the BGTS, book patrimony coming from privates, other institutions, ecclesial authority, if the competent ecclesial authority considers it necessary for security reasons or may help in the consultation. In this case, an acceptance report is written, with a detailed inventory of the delivered material, in which one must write that nothing regarding the possession of the deposited material will change.

⁶ "Tra gli uffici e gli incarichi Custodiali ci sono i seguenti: ... Bibliotecario Custodiale ...": SSPP art. 43 §1, in *Acta Custodiæ Terræ Sanctæ* 57 (2012) n.1, 18.

3. Being the library sources of a specialized historical nature or of quality, deposited material must be customarily preserved in their individuality and integrity. The volumes, duly marked, must not be mixed up, as much as it is possible, neither with the receiving library books, nor with other book collections in the deposit.

ART. 5

1. The religious institution's libraries dependent from the Custody- which stop working for any reason, if other arrangements do not exist- will be transferred to the BGTS administration, that will take care of the books, will preserve their integrity according to article 4, paragraph 3. The integrated local libraries will be transferred to the authority that replaces them.

CAPITOLO II *CATALOGUES*

ART. 6

1. The stored BGTS texts must be classified according to criteria which will facilitate finding the location and promote the exchange of bibliography information with other libraries, in the first place the ecclesiastic ones.
2. For this purpose, one or more catalogues must be pre-arranged in order to increase the entrance keys of the owned material.

ART. 7

1. The catalogue is organized according to updated librarianship, respecting the nature of the resources and documentation need of the owner and possible users.
2. The catalogue is constantly updated to facilitate the material and research management.

ART. 8

1. The general BGTS catalogue can be usefully integrated by catalogues according to the subject or specific theme, collections and other useful instruments used for consultation and research, openly accessible for scholars digitally.

ART. 9

2. The librarian uses catalogue and research means through IT and is open to cooperation and participated cataloguing.

ART. 10

3. If one may find outlines of former classifications and catalogues, make sure to take notes of the characteristics and extension, to document the libraries history, its evolution, and the origin of the resources.

CHAPTER III

UPDATING, PRESERVING, RESTAURATION, DISCARD

ART. 11

1. The BGTS bibliographic patrimony must be preserved and safe-guarded with maximum zeal, taking care as much as possible to increase it.

ART. 12

1. The BGTS bibliography patrimony must be constantly updated, having particular care for publications linked to specializations or the library's address, and books of frequent consultation.
2. The BGTS acquires copy of the different editions or reprints of books from authors linked to the library's owner (cf. SSSp X, ART. 9). Particularly, the BGTS acquires, as a matter of course, a copy of each publication of the *Franciscan Press* and a copy of the publications pertinent to the Franciscan presence in the Holy Land. In fact, although the BGTS is a *general* library, in its units it has two specific sources, one related to everything that regards the Holy Land and one connected to everything linked to the Franciscans.

ART. 13

1. The BGTS, with its bibliography and document patrimony, must be protected through alarm system and fire protection; the electric system must abide to the present security norms.
2. When necessary, one must install devices to regulate the temperature and humidity.
3. The most precious material must be guarded in security cabinets.
4. The security of the user must be guaranteed, simplifying the access to the books in the hall. The use of the staircase and footstools is reserved to the staff.

ART. 14

1. The BGTS, when possible, carries out photographic reproduction, microfilms or digital format of the rare and precious books, or parts of them, in use to avoid wear of the originals, helping research and to satisfy demand of reproduction.

ART. 15

1. Periodical dusting, disinfection, disinfestations of the library's environment will be done by specialized staff.

ART. 16

1. The volumes needing conservation restoration will go through this process. When the restoration has been effectuated, the volumes will be preserved in adapt environmental conditions, following the appropriate precautions.

ART. 17

1. When volumes must be discarded, destruction must be avoided and one must provide to exchange or sell it to other interested libraries, giving preference to the other ecclesial libraries in the territory. The same criterion is followed with doubles. If the allocation in other libraries is impossible, one must resort to antique trade, abiding to norms on the subject of antique protection and of particular value.
2. When destruction is necessary for hygiene reasons or serious deterioration of the fragments, as much as possible attention in reproducing the surviving fragments for documentation reasons must be given.

CHAPTER IV

STAFF

ART. 18

1. The BGTS must be entrusted to qualified staff and can avail itself of collaborators for safekeeping, security and other executive level tasks. If the circumstances recommend it, through adequate preparation, the collaboration of volunteer staff can be used.
2. The BGTS promotes the formation and the periodic update of its staff, including the volunteer collaborators.
3. The staff must have adequate knowledge of the ecclesial bibliographic material, in order to catalog it and keep it correctly; understand its function and meaning, to offer valid advice to whom intends consulting.

TITLE III

CONSULTATION

CHAPTER I

GENERAL CONDITIONS

ART. 19

1. The volumes consultation with the objective to either study or research is allowed with great freedom, adopting necessary caution both in admitting the scholars and in access of the material.
2. Within the library patrimony the responsible can select a number of documents of which consultation is excluded or limited to people who are conducting a research on a specific scientific level, that is the office staff or the owner.

ART. 20

1. The halls of the BGTS are open all year long, except for staff holidays, that go from the last week of July to the third week of August (included). It is closed on Saturdays, on days that are recognized as holidays, Holy Friday, the 24th and 31st of December.

2. Opening hours
Monday-Friday 9.00-12.30 am
 1.30-5.00 pm
3. Possible suspension of the service must be notified in time.

ART. 21

1. The BGTS halls are conveniently divided: the study hall, possibly used for consultation, the administration, laboratories for staff and reproduction and deposit areas. The study hall must be strictly supervised.

ART. 22

1. To enter the library one must fill in a specific admission form, specifying ones details, address and phone number, as well as the material one intends to consult. The request is evaluated by administration. The user must inform possible address or phone changes. The personal details must be respectfully treated according to the regulations on the matter.
2. The user who asks to access the library must look at the regulation norms that regulate access, consultation, services and commit to entirely follow the dispositions and the possible following integrations and /or changes, notified through simple billposting on the library's halls.
3. Admission of scholars for consultation, that must anyhow be facilitated, is reserved to the Library's Responsible, who evaluates the requests according to the applicant's requisitions. Consultation can be denied if there is danger for the documents conservation.
4. The user commits to give the library a copy of the publications that he makes, referring to the material kept in the same library. The necessary confidentiality will be assured and protection of the graduation and doctoral thesis deposited in the library.

ART. 23

1. The material request for consultation must pass through filling a specific printed form. The maximum consultable number is five. The request of material is allowed until half an hour before the library's closure.
2. The user who would like to continue consultation for more days can ask that the consulted material stays available and will not be otherwise booked.

ART. 24

1. The consultation of manuscript material or antique prints is reserved to whom is over eighteen years of age and can be subject to particular limitations, as for example, the evaluation of the real capacity to read or comprehend its content, a professor's written presentation in case of university students who must conduct specific researches, an identity document (ID) deposit during the time of stay in the halls. The consultation must, however, be supported by a written permission

slip from of the Major Superior (Custos) who, each time, will assess the possibilities and authorize the library's responsible allowing consultation.

ART. 25

1. A number of archive materials, owned by the BGTS, are subject to the consultation limits abiding to Canonic and Civil legislation referring to archive documents.

ART. 26

1. The material given for consultation must be handled using caution to prevent any form of deterioration. Whoever either damages or looses the material handed over to him for consultation or loan, must bring back an intact book and in good conditions, that is, will repay the sum which equals the double of the updated value of the damaged or lost material.
2. The users' access to the library can be revoked in case they show that they are not able to handle carefully the material in consultation.

ART. 27

1. Generally, the user cannot access the library deposit for research and the direct use of the volumes.
2. The user cannot take into consultation the same manuscript or antique book at the same time of another user.
3. In consulting manuscripts and precious books one can only use an erasable pencil.

ART. 28

1. It is not allowed, for any reason, to bring volumes out of the library, except for loan, in case it has been organized.

CHAPTER II

DISCIPLINE NORMS

ART. 29

1. In the study hall and near the adjacent rooms silence must be strictly observed, as also an appropriate behavior and decent dressing which suits the environment. Smoking, eating and drinking are forbidden in the halls. Prior entering the study halls the library users must deposit in the indicated place: coats, jackets and/or bulky items.
2. The reading room must only be used for activities pertaining consultation of the library books. The use of personal books, which must be in any case verified by the library staff at the entrance and exit of the hall, is solely allowed as research support of documents consulted within the library.
3. Users are not allowed to bring in the reading halls: cameras, recorders, scanners, mobile phones, radios, food, drinks, colored liquids, scissors and/or alike. Solely

according to management's unquestionable judgment, the use of laptops is admitted; the library will give electricity supply but declines any responsibility in case of computer or data damage due to the electric connection. In all cases the single users are responsible of the damage that their devices may cause either to people or to objects.

TITLE IV SERVICES

CHAPTER I *COPY*

ART. 30

1. After filling in the specific copy request form, respecting current regulations, the administration can allow photocopy reproduction of volume parts, excluding manuscripts, printed versions from antique sources which are precious or destructible.
2. Microfilming and other types of reproduction are allowed under presentation of a written request, with caution and restrictions as in paragraph 1.

ART. 31

1. The cost of any kind of copy is at the total expense of the applicant, whom, in the cases foreseen in article 30, paragraph 2, must provide, at his expense, a copy of the photocopies which have been made.
2. If the library is not equipped with means or staff, who will make the requested reproduction, one can resort to, according to administration discretion, an external operator with the acknowledged competence.

ART. 32

1. Any kind of reproduction is only allowed for personal study reasons, limited and in respect of the current copyright and property regulations. Who is able to make a reproduction, as in article 30, commits to respect these norms and takes responsibility of the illegal use of the reproductions, that may be caused by a third party.
2. The BGTS, to safeguard its rights, can request compensation for the given services and impose limits in using texts and other illustrations of which the library has exclusive property.

CHAPTER II *LOAN*

ART. 33

1. The BGTS can allow bibliography material loan only to the users belonging to the Friars Minor Order (external users can consult the books during the opening hours, Monday-Friday 9.00-12.30 am and 1.30-5.00 pm), except for manuscripts, books from ancient sources, rare and precious material, also modern, volumes in folio,

consultation books, periodicals/magazines, archive material and all the texts that for particular unquestionable reasons the Library Administration decides one must consult only within the library. The users belonging to the Friars Minor Order are allowed to borrow, when they request it, periodicals/magazines. For loan admission the specific card/pass must be completed.

The loan lasts for 30 days which can be extended to another 15 days; for periodicals/magazines it is for one week. The allowed loan is of a maximum of 5 volumes at the same time. The evaluation of the single particular cases can make the responsible increase or decrease the volume's loan, always to safeguard the users' needs.

If the expiry loan date coincides with a library closure day, the volumes must be handed in the first day following opening.

In the event that a borrowed book is retained by the borrower beyond the date set for return, there can be a pecuniary charge and in the worst of cases, withdrawal from the service.

2. Loan for exhibitions and displays is allowed once in a while, after carefully having evaluated the preservation state of the required material, the transportation and in the exhibition site security guarantees, the appropriate insurance coverage. It must abide to canonic and civil regulations on the matter.
3. Regarding exit of manuscript material or prints prior XIX century from the library, it is necessary to have a written authorization by the Superior Major (Custos) and the Responsible of the Library.

TITLE V

COOPERATION, COLLATERAL AND FINANCIAL INITIATIVES

ART. 34

1. The BGTS responsible cooperates with the staff and volunteers who work for the library, so that the entrusted patrimony can be efficiently preserved and valued.

ART. 35

1. The BGTS promotes, as much as possible, cultural exhibitions (displays, conferences, seminars etc) with the objective to make known its patrimony, more ever, its particular themes documented through the preserved material.
2. The BGTS collaborated with cultural and pastoral initiatives promoted by the Catholic Church of Jerusalem and with the cultural and scientific institutions present on the territory.

ART. 36

1. In respect of its independence, the BGTS creates with other existing libraries on the territory other types of cooperation, as for example, catalogue data sharing, interlibrary loan, differentiated program of acquisition in case of libraries working in the same place, double exchange.

ART. 37

1. The Custody of the Holy Land allocates adequate resources to the BGTS operation and preservation and custody of the library's patrimony.
2. For this reason also the amount that has been collected from providing users services and for copyright reproduction, as well as the initiatives in article 36, can be used.
3. Every year the responsible of the library must take care of due deadlines to present the budget of the annual running costs to the Custos of the Holy Land and his Discretorio, they will be adequately approved by the Custody's bursar, both strictly verified and completed.
4. When the BGTS believes it is necessary and suitable, promotes awareness groups and associations with the objective to, among other things, foster fundraising from private donors to finance specific initiatives (like the restoration and purchase of goods or library material).

Jerusalem, 1st September 2014

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