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Committee – Diocesan Council
Source – Archives Committee

DISTRIBUTION OF MICROFILM COPIES OF ANGLICAN CHURCH RECORDS

Diocese of Nova Scotia & Prince Edward Island

As of 2007, the Nova Scotia Archives (NSA) holds all the microfilm, both positive and negative reels, of Anglican Church Records of parishes in Nova Scotia.

The Beaton Institute in Sydney, Nova Scotia also holds microfilm of the records of Anglican parishes on Cape Breton Island.

The Public Archives of Prince Edward Island (PAPEI) holds all the microfilm, both positive and negative reels, of records of the Anglican parishes in Prince Edward Island.

Policy

Only non-lending institutions within the Diocese of Nova Scotia and Prince Edward Island, i.e. regional/local museums and/or archives with research facilities, are permitted to obtain microfilm copies of church records from the Diocese of Nova Scotia and Prince Edward Island.

Only the institutions holding the negatives, i.e. The Nova Scotia Archives and the Public Archives of Prince Edward Island, are allowed to duplicate microfilm reels.

Procedure

Permission to duplicate microfilm will be granted by the Bishop or the bishop's representative with the understanding that the requesting institution will respect any restrictions on public access to the records, e.g. photocopying, scanning, digital downloading, etc.

1. The request for permission in writing is sent to the Bishop or the bishop's designated representative.
2. The Archives Committee obtains confirmation in writing of the requesting institution's compliance with Diocesan Policies governing Public Access to the microfilm content.
3. On approval, a letter is sent from the Bishop's office authorizing the institution holding the negatives to provide microfilm copies.
4. Microfilm copies are processed by the institution holding the negatives and any fees incurred are the responsibility of the requesting institution.
5. Permission for institutions, other than the ones holding the negatives, to obtain copies of microfilm reels is limited to one research institution per county within the geographical area of the Diocese of Nova Scotia and Prince Edward Island.