

## ARCHIVES CLEARING HOUSE GUIDELINES

1. Items are distributed on a first-come and first-served basis. They are to be used in parishes, Catholic schools and other Catholic institutions within the Catholic Archdiocese of Edmonton, not for personal use.
2. There is no charge for obtaining items in the clearing house. However, a donation may be made to the Archdiocese or to the entity that originally donated the item (if provenance is known).
3. Liturgical furniture such as altars, pews, tabernacle stands and musical instruments such as organs and pianos cannot be received because of limited storage space. Consider placing an announcement on the "WINDOW", the weekly electronic bulletin of the Archdiocese to make an offer.
4. When a parish is unable to do so, the Archives will dispose of broken, damaged items or those that are no longer suitable for re-use. See the Burn/Bury Procedures for more information.

## BURN/BURY PROCEDURES FOR BLESSED OBJECTS

From time to time it may be necessary for the Archivist to manage the disposal of liturgical objects. This is done with utmost care to ensure that the items are disposed of in a manner fitting to their use and to ensure that Canon 1171 is observed. Items which have been blessed are burnt and the ashes buried, or the item is buried as is; other items are recycled or destroyed and placed in the garbage.

For disposal of Altar Stones with Relics, see Policy 825 for detailed information.

### **Examples of items that are burnt:**

- Holy Bibles, missals and lectionaries (remove and dispose of hard covers)
- Prayer cards
- Wooden rosaries and dried-out palms
- Vestments, altar cloth and linen except those embroidered with metal thread in which case they must be buried.

After the items are burnt, the ashes must be collected and buried.

### **Examples of items that are buried:**

- Altar stones
- Sacred vessels such as chalices, ciboria, patens, pyx, oil stocks
- Crucifixes
- Statues that have been blessed
- Paschal candles or other blessed candles that cannot be burnt down or donated
- Rosaries made of plastic and metal

## DISPOSAL OF ITEMS THAT ARE NOT BLESSED

1. Prayer books, hymn books and other religious books can go in the recycling bin. Hardcover books and books with plastic covers must first have their covers removed and disposed in the garbage before the pages are recycled.
2. Banners that are not blessed must be cut up before being thrown away.