

Researcher Name (please print)			
Address	City	Province	Postal Code
Telephone		Email Address	

Research Regulations

- For the protection of its collection, the Museum reserves the right to restrict access to records which are not arranged, are being processed, or are exceptionally valuable or fragile. When items are fragile, copies will be provided or if copies cannot be obtained, research materials will only be provided with the help of a trained staff/volunteer. Research must be performed at the Museum.
- The research area will be accessible between 10:00 a.m. and 3:30 p.m. Monday – Friday, or by appointment. Materials may be retrieved daily up to 2:30 p.m.
- Basic rules include no smoking, food, drinks or pens. Only **Pencils** may be used in the research area. **Regulations must be adhered to and understood by researchers before material will be retrieved.**
- Canadian copyright law applies to all materials in the Museum holdings. The Researcher must understand limitations due to privacy, restrictions, copyright and security. **A question of copyright that might arise in copying and in the use of copies is the responsibility of the Researcher.**
- A only one box of requested material will be issued at a time. Exceptions to this limit are at the discretion of the staff.
- Researchers are responsible for requested material. The staff or volunteers **may** request a driver's license or credit card to be lodged with the Museum as a deposit and returned to the Researcher once the material is returned to the Museum staff.
- As a security measure, the Museum reserves the right to inspect all articles used at the research table. Coats and large personal belongings (briefcases, knapsacks, purses, etc.,) are not permitted in the research area while researching. They can be stored at the front desk.
- The staff has the right to enforce these regulations.

Care of Material

- *All materials **must** be handled with **care**.*
- Marks may neither be added nor erased; tracing and rubbing are prohibited.
- Loose sheets and volume pages should be handled by their edges. Special care must be taken with fragile and/or oversized items.
- If indicated to do so by staff, cotton gloves must be worn to prevent further deterioration of photographs and delicate archives.
- Material may **not** be removed from the Strathcona County Museum & Archives under any circumstances.
- Archival documents must be kept in the order in which they are placed in a file. Once a file is removed from the box, lay it flat on the table.
- Remove only one envelope or file from a box at a time replacing it with a marker provided. Maintaining the exact order of material in an envelope and the order of envelopes within a box is of utmost importance. If a mistake in the arrangement is discovered, please call it to the attention of the staff. Do not rearrange the material yourself.

Material Requested: _____

Duplication, Citation and Publication

Permission to examine the Archives does not include permission to make facsimile reproductions of any manuscript or any excerpt from the documents at any time. It does not give permission to quote, paraphrase or use in any way a letter, memorandum or document written by a person still living without the consent of the author. A written application for audio/visual duplication must be made to the Museum. All quotations from sources within the Archives shall give due reference to the Archives (courtesy of the Strathcona County Museum & Archives or as indicated on the item).

Archival materials may only be photocopied by the staff. Do not remove items from files, request assistance for photocopying. If there are authorial or donor restrictions or if the staff believes there is any chance of damage, no photo-duplication will be possible.

Reproductions of archival documents, books, photographs, and audio files required by the Researcher will be done by the staff/volunteer at a cost as noted below.

REPRODUCTION REQUEST					
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Include Archives, fonds, box and file numbers (ARCH000000, A1 B1 F4) and Photocopy or Scan					
Purpose Research and private study only.					
Conditions You do not have permission to: Re-sell the file. Transfer permission to use this file to others. Reproduce this file.					
Reproduction	Audio Files	Audio File to CD	\$15.00/CD		
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		Photocopies	Up to Letter (8.5x11")	\$0.25	\$1.00
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Scanned Files	Email – New Scan Required	\$1.00/document			
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NOTE: Reproductions may take up to 14 days. You will be contacted for pick up. Extra charges may apply for mailing.
*FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

I have read and agree to abide by the regulations governing the use of these archival records. I am responsible to conform to copyright, right-to-privacy, libel, slander, and any other applicable statutes. I agree to indemnify and hold harmless the Museum, its officers and employees from any and all claims resulting from the use of materials in the Archives. If I require copies for a purpose other than research and private study, I understand that I must first secure permission from the copyright owner of the work in question before copies will be made. I understand that there are legal consequences for breaching this agreement. I understand any copies I request are to be used solely for the purposes of research or private study and failure to comply with these regulations may result in the denial of access to the collections.

Name of Researcher _____ **Signature** _____ **Date** _____

The above-named Researcher has been granted permission to use the archive listed for research and private study only.

Name of Authorized Museum Personnel _____ **Signature** _____ **Date** _____