

Please Read the Information below Prior to Submitting this Form

The following rules and responsibilities apply to all researchers and staff of the University of Alberta. Researchers are reminded that they are handling records that are unique, irreplaceable and sometimes very fragile. Compliance with the rules helps us to maintain a standard of preservation with the items in the holdings of the University of Alberta Archives (UAA).

Access to Recorded Information

Access to records in the Archives is governed by:

- Donor Agreements for the records of non-university persons/organizations/institutes.
 - A request to the donor may be required in order to access certain materials.
- Provisions of the Alberta *Freedom of Information and Protection of Privacy Act* (FOIPP).
- The physical condition of the records. (In order to preserve records, items that are fragile or in poor condition may not be available to researchers.)

Copyright

Rights of publication or quotations are subject to applicable copyright legislation. All responsibilities regarding questions of copyright and the use of copies is assumed by the recipient of the material provided by the UAA. Copyright information can be obtained at the University of Alberta Copyright Office.

Researcher Duplication

Digital reproduction of archival materials may be allowed for research purposes. A digital scanner is available in the Reading Room for researchers to make digital reproductions. Alternatively, researchers may use digital cameras or hand-held scanners to duplicate records. Note that flash photography is strictly prohibited in the Reading Room.

Citation of Archival Material

For the purpose of citation, please use either of the following styles:

**University of Alberta Archives, Manuscript Group,
Series and File numbers**
*E.g., University of Alberta Archives, Louis Romanet
Papers, 7/1/23*

**Record Group/Collection, Dates, University of
Alberta Archives, Accession Number**
*E.g., Records of the Office of the Vice President,
1967-1976, University of Alberta Archives, Accession
No. UAA-1972-110-14*

Researcher Access to Archives in the Reading Room

- Researchers are required to submit government issued photo identification to UAA staff in order to receive archival materials and access the Reading Room. Identification will be returned at the time the researcher leaves the facility.
- Access to material will be made available by appointment only. At least 48 hours advance notice is required for information requests. When leaving, indicate to the staff that you have finished using the material, or you may book another appointment at this time.
- Researchers are under video surveillance and staff invigilation at all times while in the Reading Room. Invigilators may reposition archival boxes so as to maintain a clear line of sight to the material on the table.
- Use of material is restricted to tables assigned to researchers by UAA Staff. The volume of materials provided to researchers will be determined on a case by case basis.
- Personal belongings including backpacks, briefcases, oversized purses, laptop sleeves, and rain gear must be stored in the visitors' lockers. The Archives is not responsible for lost or stolen items.

UAA Researcher Rules and Responsibilities

- The Reading Room is designated as a Quiet Zone. Telephone conversations in the room may disturb other researchers and are therefore not permitted. For persons with visual or hearing impairments, headphones and other assistive devices are permitted. Headphones may be worn, as long as the sound is inaudible to others. Headphones may also be used in assigned locations of the facility when use of audiovisual equipment is required and provided by the UAA.
- Wallets, personal computers, hand-scanners, and digital cameras are permitted in the Reading Room.
- Archival material **MUST NOT** be removed from the Reading Room. The UAA reserves the right to inspect folders when leaving the Reading Room. Researchers working with archival materials are not permitted to bring paper or notebooks into the Reading Room. However, they will be provided with coloured notepaper which is easily distinguished from archival materials.
- All food and beverages are restricted to the RCRF guest kitchen. RCRF visitors will be shown and have access to the kitchen and its amenities. Violation of these rules may result in a withdrawal of Archives privileges.

Handling Archival Records

- The existing order of the material **MUST** be maintained. Do not change the order of the files within a container or within a file. If material appears to be out of order, do **NOT** rearrange them. Please notify UAA staff.
- Remove only 1 item from the box/folder at a time.
- Many archival materials are housed in paper envelopes or enclosures. Please ensure that items are returned to their protective housing after examination. Questions regarding materials should be directed to Archives staff.
- Do not flip pages as one would peruse a magazine. Turn pages slowly and with both hands. Take extreme care when handling fragile materials that show sign of tearing or loss. Please seek guidance from UAA staff on handling oversized materials.
- Documents should be left on flat, horizontal surfaces and handled as little as possible. Do not allow pages to hang over the edge of the surface. Please ensure that no paper edges are exposed that may tear or chip when placing the folder into a box.
- Researchers will use only the tables assigned for accessing and viewing archival material.
- Do not mark, fold, or underline pages. Pencils, recording devices, and laptop computers may be used for taking notes. Pens (ink), highlighters and coloured pencils will not be permitted in the Reading Room.
- Archival material must not be positioned in any way which would obstruct invigilation of the room by UAA Staff. Reading Room staff must be able to view all materials and activities carried out at all times.
- Avoid placing notepads on records or leaning directly on archival material. Tracing or using self-sticking notes, staples, or paper clips on archival material is not permitted.
- Do not apply lotion or hand cream before handling archival records. After eating, wash and dry hands thoroughly before continuing to work in the Reading Room. Alternatively, please use cotton gloves provided by UAA staff to examine materials.

By signing below, I hereby acknowledge that I have read and understand the Researcher Rules and Responsibilities.

Name: _____ Phone #: _____

Address: _____

Subject/Purpose of Research: _____

Signature: _____ Date: _____