

## Rules for Researchers at Stratford-Perth Archives

- **DROP-IN ACCESS:** During posted hours, you are welcome to drop-in to discuss your research with staff, or set up future appointments. You will likely be able to access microfilm and local history books but you will not have access to original records stored in the Collections Room without an appointment.
- **APPOINTMENTS REQUIRED FOR ACCESS TO ORIGINAL RECORDS:** Appointments for researchers are available Monday to Saturday between 10 am and 4:00 pm. Appointments must be booked at least 1 week in advance of visit, possibly longer for Monday and Saturday appointments to ensure staff are available. Couples or groups working together need a separate appointment at the same time for each person.
- **RECORDS & BOOKS MUST BE REQUESTED AHEAD OF VISIT:** Records and books needed for your research visit will be ready and waiting when you arrive. Staff conduct detailed reference interviews over the phone and through follow up emails prior to your appointment to identify records relevant to your research so you won't have to wait for retrievals from the Collections Room after you arrive.
- **USING COLLECTIONS:** Records must be handled with care at all times and never be written on, traced, bent or folded, or used as a writing platform. The amount of material pulled per appointment per researcher is limited to what staff can safely fit on one records cart. To protect collection items from being misfiled, researchers using multiple files of clippings, photographs etc may use one file at a time at their assigned table. Researchers should not share books, files etc. with other researchers – unless they have booked a group appointment to work on the same project.

**Coats, bags, and other personal belongings must be stored in your assigned locker.**

**Researchers must wear nitrile or cotton gloves while handling certain material from the collections** as instructed by Archives staff. Gloves will be provided.

You may use personal computers and your own notebooks in the Reading Room. Use **PENCIL ONLY** for taking notes. Researchers can borrow a pencil from Reference staff if they don't have one.

**Food (including gum, candy, etc.) and drink (including water) are not permitted** in the Reading Room or Gallery area.

- **MASKS** are optional but if you feel more comfortable wearing one, please feel free to do so.

PLEASE SEE NEXT PAGE FOR INFORMATION ABOUT GETTING COPIES OF RECORDS.

• **PHOTOCOPIES & SCANS OF MICROFILMS:** Researchers may print paper copies from microforms to take with them on the day of their appointment. Researchers making scans of microforms must use a new CD or thumb drive purchased from the Archives for each visit. Researchers may request that scans from microfilm be emailed to them but the emails will be prepared by staff after your visit and sent to you.

• **PHOTOCOPIES, SCANS ETC OF RECORDS:** Copies of archives holdings can be requested by completing an Order Form for Reproductions and placing paper markers in records to be copied. **Leave all documents in their original folders.** All photocopying and scanning will be completed by staff after your visit and the copies sent to you after any fees owing are paid. **Researchers are permitted to use cell phones and cameras to copy materials other than photographic negatives for their own use and study, but must sign a Request to use Personal Camera in Reading Room Form for each visit prior to taking any photographs.** (These copies are to be used for personal research and study only. Any other use of such copies may require permission of the copyright owner.) If publishing or distributing material from the archives, including copies made with a personal cell phone or camera, the researcher must also credit the Stratford-Perth Archives. As a courtesy to future researchers please add collection title and accession number where known. The Archives reserves the right to limit or refuse requests for copying with cell phones and cameras, photocopying and scans depending on the condition of the material to be copied and restrictions set by donors.

• **PAYMENT:** Up to 8 photocopies or PDFs will be provided at no charge. Otherwise, regular fees for photocopies or PDFs of documents and scans of photographs will be charged. Debit or credit cards are preferred. Researchers are asked to pay once at the end of their visit for all services etc. If a large number of photocopies are ordered we will contact you, for a credit card payment by phone, before sending your copies.

• **QUIET PLEASE:** So as not to distract others, please turn off or mute/set to vibrate all cell phones, laptops, tablets and other electronic devices. If you need to make or receive a phone call, please do so in the entrance area between the two sets of front doors.