

## Rules for Researchers at Stratford-Perth Archives

- **APPOINTMENTS REQUIRED:** To ensure social distancing, all researchers are required to book appointments and the front doors will be kept locked. Appointments are available between 9am and 12:30 pm. Researchers may arrive at any time during these hours but they must leave by 12:30 pm. Appointments must be booked at least 1 week in advance of visit. Couples or groups working together need a separate appointment at the same time for each person. Researchers are asked to call the Reference desk staff from outside the building on their cell phones when they arrive. **Drivers and others who may accompany a researcher but who don't have an appointment will not be allowed inside the building.**
- **RECORDS MUST BE REQUESTED AHEAD OF VISIT:** All archival records and reference books needed for research must be requested ahead of your appointment. Staff will conduct detailed reference interviews over the phone and through follow up emails to identify records for you to use. (Stratford-Perth Archives reserves the right to restrict access to records that are of exceptional value, extremely fragile, that are yet to be arranged or that are in the process of being arranged.) The amount of material pulled per appointment per researcher is limited to what can safely fit on one records cart – the equivalent of about 6 banker boxes. **As all materials that have been handled by researchers must be quarantined after use to prevent possible spread of COVID-19, there may be delays in accessing requested materials, including microfilms and reference books usually stored in the Reading Room. There is no safe way to sanitize archival records other than quarantining them between researchers.** Researchers will generally not share books, files etc with other researchers – unless they have booked a group appointment to work on the same project.
- **MASKS, VISITOR SCREENING QUESTIONNAIRES, GLOVE and HAND SANITIZER USE:** To further reduce the risk of spreading COVID-19 all staff, researchers, visitors and customers are required to wear a mask upon entering and remaining within the Archives. They are also required to complete Perth County's COVID-19 Visitor Questionnaire, and use hand sanitizer upon entering the Reading Room. Researchers must wear nitrile gloves while handling material from the collections. Sanitizer and gloves will be provided.
- **PHOTOCOPIES and 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 and SCANS OF RECORDS: Copies of archives holdings can be requested by researchers completing a form and placing paper markers in records to be copied. **All photocopying and scanning will be completed by staff after your visit and the copies sent to you. Researchers are permitted to use cell phones and cameras to copy materials other than photographic negatives for their own use and study.** (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.) 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 remain in effect and must be paid at the time you place the order. **Cash and cheques will not be accepted for payments. Researchers are asked to pay at the end of their visit for all services, copying etc at one time.**
  
- OTHER:
  - So as not to distract other researchers, visitors or staff, please turn off or mute/set to vibrate all cell phones, laptops, tablets and other electronic devices. If you need to make/receive a phone call, please do so in the entrance area between the two sets of front doors.
  - Coats, bags, and other personal belongings must be stored in your assigned locker.
  - Food (including gum, candy, etc.) and drink (including water) are not permitted in the Reading Room.
  - Records must be handled with care at all times and never be written on, traced, bent or folded, or used as a writing platform. They are not to be shared with other researchers.
  - Use **PENCIL ONLY** for taking notes. Pens, markers, highlighters, coloured pencils, etc. are prohibited. **Researchers can borrow a sanitized pencil from Reference staff if they don't have one.**
  - Access to collections is provided for research and private study. If publishing material from the archives, the researcher assumes the sole responsibility for obtaining the necessary permissions to avoid infringement of any copyright and other rights that pertain to the records.
  - 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.