



Bruce County Archives

User Registration Form

Researcher #:

Daily Reading Room Pass Museum Member

of People _____

Name:

Address:

City: Prov/State: PC/Zip:

Telephone (____) E-mail

Would you like us to E-mail you Bruce County Archives Bulletins? Yes No

ID Used:

Have you used the Bruce County Archives before? Yes No

What are your areas of interest? _____

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How did you hear about the Bruce County Archives?

By signing this form, the researcher acknowledges that he/she has read the Bruce County Archives' access conditions and agrees to adhere to these conditions. The researcher also assumes all responsibility to honour copyright and privacy legislation.

Signature: Date:

The Bruce County Archives is a proud part of the Bruce County Museum & Cultural Centre, which is owned and operated by the Corporation of the County of Bruce.

Access Conditions:

1. Reading Room

- 1.1. An archivist is available to help with reference inquiries and to guide you to the best resources on your topic from 10:00 a.m. to 4:30 p.m. Monday to Friday. The weekend staff is only limited to the materials in the Reading Room unless other arrangements have been made by the researcher in advance.
- 1.2. Upon entering the Reading Room, each new patron must fill in and sign a *User Registration Form* and show a piece of photo ID. By doing so, the patron agrees to observe the rules and guidelines. Returning patrons must show their *Registration Card* and fill in the *Daily Sign In Register*.
- 1.3. All coats, umbrellas, bags, parcels and personal books are not permitted in the Reading Room. Patrons must hang up their coats at the door and store their personal effects in the storage lockers. Oversize items can be kept in the Archival Assistant's office. The BCM&CC reserves the right to inspect any bag, parcel or notebook prior to leaving the Reading Room.
- 1.4. There are no food, drink or tobacco products permitted in the Reading Room or Archives.
- 1.5. No pens are allowed in the Reading Room. Pencils are available from the Archival Assistant.
- 1.6. Equipment in the Reading Room can be booked in advance; otherwise, they operate on a first come, first serve basis.
- 1.7. Photocopying is permitted if it is in accordance with donor agreements and copyright legislation. Copies will not be permitted if the item is especially fragile or valuable and copying would cause notable damage. BCM&CC staff will do all photocopying.

2. Archival Materials:

- 2.1. Only BCM&CC staff will retrieve records stored in the archival storage room. Visitors are not permitted entry into the archival storage area.
- 2.2. All materials must remain in the Reading Room at all times. Patrons should not reshelve materials when finished.
- 2.3. A *Call Sheet* must be kept for each box / item requested by the researcher. This *Call Sheet* must be filled out by the researcher and initialed by the person supervising the Reading Room. Items may be requested from the stacks between 10am and 4:15pm. All stack items must be returned to the archives staff by 4:30pm.
- 2.4. Patrons must use only one box at a time and remove only one folder at a time. Keep all records in the existing order. If any errors or omissions are evident, the Archivist or Archival Assistant must be notified. The Archivist or Archival Assistant will fill out a Missing Item Record Form.
- 2.5. Records must be handled with extreme care at all times and never be written on, traced, bent or folded. Cotton gloves are available if deemed appropriate.
- 2.6. These materials are provided mainly for research and private study only. The patron assumes the sole responsibility for any infringement of the literary rights, copyrights, privacy or other rights that pertain to these records.
- 2.7. If publishing material from the archives, the researcher is encouraged to give credit to the Bruce County Archives in the following manner: Institution, accession number, and collection title. Example: Bruce County Archives, A2003.032.001, Smith Family History.
- 2.8. The BCM&CC reserves the right to restrict the use of records that are of exceptional value, extremely fragile, that are not arranged, or that are in the process of being arranged. The BCM&CC will also deny access to anyone who fails to comply with these regulations or who acts in a disruptive manner.