

Access Conditions - Interested in conducting research in our archives room?

Accompaniment and Guidance

- i. Staff or Committee members will accompany researchers to answer reference inquiries and provide guidance to the best resources. It is recommended to make an appointment to ensure support is available. Our docent volunteer teams are trained in supporting museum tours and the museum collection, but this support does not extend to the Archives and Research room.

Registration and Identification

- ii. Prior to making an appointment, each new researcher must complete and complete a Digital Researcher Registration form and show a piece of photo ID.
- iii. Personal Belongings and Prohibited Items
- iv. Coats, umbrellas, bags, and personal books are not permitted in the research room. Oversized items may be kept in the Museum office. The Museum reserves the right to inspect any bag, parcel, or notebook before entering the research room.
- v. No food, drink, or smoking/vaping products are permitted in the research room.
- vi. No pens are allowed in the research room. Pencils are available.

Access and Use of Materials

- vii. Only staff are allowed in the archives storage room.
- viii. All materials must remain in the research room at all times.
- ix. A call sheet of all items used by the researcher must be maintained.
- x. All records must be kept in existing order.
- xi. Records must be handled with extreme care at all times. They should never be written on, traced, bent, or folded. Cotton gloves are available for handling primary materials, if deemed appropriate by staff.
- xii. These materials are for research and private study only. The researcher assumes full responsibility for any infringement of literary rights, copyrights, privacy, or other rights related to these records.
- xiii. If publishing material from the archives, the researcher is requested to credit the St. Edmunds Bruce Peninsula Museum in the following manner: Institution, accession number, and collection title.
- xiv. Photocopying is permitted in accordance with the donor agreement and copyright legislation, for a fee/donation. Copying is done by staff. Copies are to be used solely for research or private study. Any use of copies for other purposes requires authorization from the copyright owner. Copies of especially fragile or valuable items are not permitted if copying would cause damage.
- xv. The Museum reserves the right to restrict the use of records that are exceptionally fragile, valuable, not arranged, or in the process of being arranged.
- xvi. Access will be denied or revoked to anyone who fails to comply with these conditions or who acts inappropriately.