

## **Grenfell Campus, Memorial University of Newfoundland, Archive (GCMUNA) Reference and Access Policy**

**Purpose:** To outline the guidelines that must be adhered to by individuals who make use of the archives.

**Hours:** Access to the archives is by appointment only.

**Registration:** All researchers are required to complete our *Registration Form* and a *Retrieval Request Form*, which will be provided on the day of viewing. The *Registration Form* records your name, address, phone number, email address, and signature. Researchers must present proof of identification. Personal information gathered will only be used for security and communication purposes and statistical analysis and will not be published or disseminated beyond the archival institution.

1. Restrictions on the use of records will fall under the following categories:

a) All records within the archival holdings of the archive are available for viewing and research purposes, unless restrictions on their use have been specified by the donor.

b) All records within the archival holdings are available for viewing and research purposes, unless preservation concerns of the archival material warrant that it not be disseminated to the public, in the case of such a restriction, copies of the archival material will be made available for viewing when possible.

c) All materials within the archival holdings are subject to copyright laws where applicable.

d) All materials that are copied and used by an individual for non-personal use must be appropriately credited to the GCMUNA where the archive holds legal ownership.

e) Use of certain types of archival media might be limited to availability or lack of equipment to view the medium.

2. The Director or a representative of the GCMUNA is the person through whom requests to consult and view archival material will be channeled. The Director has the responsibility to ensure that the rules and regulations governing the access to use of archival material are observed, and to contact donors when a request is made concerning the use of restricted material. When and if an Archivist is employed by the archives this duty will devolve to them.

### 3. Conditions of use:

a) An individual shall have access to the contents of one accession at a time, if an accession is broken up into series or sub-series then the individual shall have access to one series or sub-series at a time. Maintaining the exact order within an accession is of singular importance, an individual must take care not to rearrange material within an accession.

b) Food and drinks are prohibited in the archives.

c) The use of pens, posted notes, and other materials that could damage archival material are not allowed when viewing archival material.

d) Archival material must not be removed from the archives. We reserve the right to inspect all bags or folders before the researcher leaves the archives.

e) Individuals are responsible for the care and safeguarding of all archival materials which have been requested and will be held accountable for any loss and damage to such materials.

f) Many archival materials are old and fragile. Please handle carefully.

i) Archival material should be laid on a flat surface for reading. At no time should pressure be applied to archival materials.

ii) Marking or folding pages is not permitted.

iii) Please do not leave material exposed to light. Replace in folder when not in use.

vi) Oversized material should not be permitted to hang over the table edge.

v) Tracing of archival material is not permitted.

g) Laptops, cameras, cell phones, and dictation or recording for personal note taking or for photographing documents or images are permitted. Flashes, tripods and scanning equipment are not permitted.

h) Free Wifi is available in the archives.

i) The GCMUNA reserves the right to ask an individual to leave if said individual does not adhere to the rules and regulations.

#### 4. Reproduction, copyright and publication:

- a) No materials may be duplicated that are subject to restrictions, either from donors or due to the Canadian Copyright Act, or because materials are restricted for preservation or other reasons.
- b) Researchers requesting copies of items must sign a *Request for Reproductions* form, confirming that the materials are for personal or research purpose and will not be distributed or published for any other purpose.
- c) Copies will be made free of charge. However, the archives cannot guarantee copies will be made immediately and will advise users of the estimated time to complete copying requests.
- d) Researchers may photograph archival materials using a digital camera or camera phone, however, they must complete a *Request for Reproductions* form first.
- e) It is the responsibility of the researcher to obtain copyright clearance to publish or distribute any archival materials.

5. Support for users: While the GCMUNA is committed to providing equitable access to archival holdings for everyone, the archives is unstaffed and its volunteers can only support a limited number of requests for access. Priority will be given to current students, faculty and staff of Memorial University.

6. This policy is subject to periodic review and revision, The Grenfell Archives reserves the right to make changes in this policy as the need arises to insure the integrity of the archives and the archival process.

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