

READING ROOM RULES

This guide explains the rules that must be followed when researching in the Reading Room at the Nipissing University and Canadore College Archives and Special Collections. These rules help protect and preserve the Archives' holdings and apply to everyone.

1. Archival records and publications can only be worked with in the Reading Room and may not be borrowed or removed from the room.
2. The Reading Room is a quiet study area. Cell phone use is not permitted.
3. Researchers must register with Archives staff in order to access holdings.
4. Personal belongings such as backpacks, briefcases, large purses, umbrellas, binders, folders, and outerwear must be checked with Archives staff. Personal computers and digital cameras are allowed in the Reading Room.
5. Food and drink are prohibited.
6. Only pencils may be used in the Reading Room, not pens.
7. Researchers may request one box of archival records or two books at a time. Archives staff will retrieve the requested items from the stacks and bring them to the Reading Room for viewing. The box or books must be returned to Archives staff before more can be requested. Only Archives staff can enter the stacks where records and books are stored.
8. Access to some records may be restricted because of privacy reasons, physical condition, or the terms of their donation. All access restrictions are noted in finding aids. Records restricted because for privacy reasons may still be accessible to researchers through the signing of a Research Agreement. Please ask Archives staff for more information about restricted records.
9. Archival records should be cited according to the Archival Citation Guide (provided by Archives staff).
10. Digital photography of holdings is usually permitted for research purposes, although flash photography and scanning are prohibited. Photocopying is available at a cost of \$0.10/page for black and white, or \$0.50/page for colour.

Handling archival records

- Ensure hands are clean, dry, and free of lotions, moisturizers, or hand sanitizers.
- When lifting a box of records, hold it securely underneath, not by the handles or lid.
- Use a cart to transport boxes.
- Remove only one file folder from a box at a time to ensure that the contents of each file are kept separate and are not accidentally get mixed together. When removing a folder, mark its position with an acid-free placeholder (provided by Archives staff), and make sure to return it to the same place.
- Ensure that records are kept in their original order, and keep them in their folders when viewing them.
- Handle records carefully, be aware of their fragility, and make sure they are always well-supported. Place them flat on the table when viewing and avoid letting them overhang the edges of the table.
- Do not write on, trace, or mark records. Make sure not to lay note paper on them when taking notes, as the pressure from the pencil could mark the underlying paper.
- Make sure that all folders have been returned to the box before returning it.
- When handling photographic media such as negatives, slides, or prints, wear a pair of clean white cotton gloves (provided by Archives staff) to protect the delicate emulsion layers of photographs from dirt, fingerprints, and oil.

Handling publications

- Ensure hands are clean, dry, and free of lotions or moisturizers.
- When handling books, turn the pages slowly and do not lick fingers.
- Do not place an open book face down, force it to lie flat, or pressure on the binding.
- Use a book stand to support particularly fragile bindings.
- Do not write on, trace, or mark publications.
- Use acid-free bookmarks (available from Archives staff) to temporarily mark a place.

Please direct all questions to Archives staff.