

**ARCHIVES OF MANITOBA
RESEARCH ROOM POLICIES AND PROCEDURES**

Hours of Operation

If you are traveling from out of town to visit the Archives of Manitoba, please call ahead to confirm the hours of operation. We can be reached at (204) 945-3971 or 1-800-617-3588 (toll-free within Manitoba).

Security and Registration

- All visitors are required to check in at the Security Desk.
- Coat racks and lockers are provided at Security for secure storage of personal items.
- Baskets are available at the Security Desk for carry-in items (e.g. notepads, cameras, laptops).
- 1 piece of identification is required for Registration at the Archives Reception Desk.
- Researchers are required to check in at the Archives Reception Desk to register and/or sign in.

Items Not Allowed in the Research Room

- Outerwear (i.e. coats, jackets, bulky sweaters)
- Bags (i.e. book bags, shopping bags, bags/purses over 8" x 10" in size)
- Cases (i.e. briefcases, equipment cases, laptop cases)
- Food and beverages (i.e. snacks, bottled water)
- Pens, markers, highlighters

Use of Records

- Records must be handled with care.
- Gloves will be provided if they are required for handling a record.
- Records should be kept in their file folders & the sequence of the records should be maintained within files and boxes.
- Records must not to be removed from the Research Room.
- Research Room lockers can be provided for overnight storage of records upon request to Reception Desk Staff.
- Records must not be bent or leaned on.
- Specialized supports should be used when handling some records, i.e. heavy or oversized items.
- Misfiled, missing or damaged records should be brought to the attention of Reference Desk staff.

Copy Services

The Archives of Manitoba offers numerous copy services including: photocopying, photographic reproductions, microfilm duplication and audio visual reproductions. Fees and turnaround times vary depending on the process. Please note that copy order volumes are limited to 250 photocopies and 50 microfilm prints per quarter.

The Archives of Manitoba will permit a copy of records to be produced for the purpose of research or private study in accordance with the Copyright Act. The recipient of copies is responsible for determining whether the records are subject to copyright legislation, privacy protection or residual rights and for obtaining appropriate clearances.

Collection of Personal Information

Personal information collected by the Archives of Manitoba is for statistics and custodial purposes. It will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act*.

Thank you for your cooperation.

If you have any questions, please contact the Head of Onsite Access at 204-945-3971 or at archives@gov.mb.ca.

www.manitoba.ca/archives