

## Archives Research Room Rules

### Archives of Manitoba

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Archives clients must comply with these rules and with Archives staff instruction about the use of records and Research Room operations.

#### Registration

Access to original records held at the Archives of Manitoba is restricted to clients with a valid registration card.

- First time clients at the Archives will be asked to register upon arrival. One piece of government-issued photo identification is required for registration.
- Acceptable photo identification includes: valid driver's license, passport, Manitoba Identification card, Secure Certificate of Indian Status and student card.
- Clients are required to sign in with their registration card on every visit to the Archives Research Room.
- Clients are responsible for keeping their contact information up-to-date.
- Personal information is collected under the authority of *The Archives and Recordkeeping Act* and subsection 36(1) of *The Freedom of Information and Protection of Privacy Act*. It is collected by the Archives of Manitoba to confirm an individual's identity and in the event of a theft or any other security issue, to provide identifying information to law enforcement. It is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the Archivist of Manitoba at 204-945-3971 or at [archives@gov.mb.ca](mailto:archives@gov.mb.ca).

#### Items Not Allowed in the Archives Research Room

- Outerwear (e.g. coats, jackets)
- Bags and cases (e.g. book bags, shopping bags, bags/purses, briefcases, equipment cases, laptop cases, camera cases)
- Food and beverages (e.g. snacks, bottled water)
- Pens, markers, highlighters

#### Use of Archival Records

- Records must be handled with care.
- Records must not be removed from the Archives Research Room.
- Records should be maintained in their original order; they should be kept in their file folders & the sequence of the records should be maintained within files and boxes.
- Specialized equipment and/or supplies may be required for handling records including, but not limited to, book cradles for bound volumes and gloves for original photographs.
- Records must not be bent or leaned on.
- Misfiled, missing or damaged records should be brought to the attention of Archives staff.
- Clients may photograph archival records, provided that the condition of the records is not compromised and that there are no restrictions on copying.
- The Archives of Manitoba reserves the right to restrict or revoke access to records if the condition of original records is deemed to be at risk.

The Archives of Manitoba strives to be a scent-free environment to support the health and wellbeing of clients, visitors and staff. Please avoid the use of scented products when visiting the Archives of Manitoba.