



Norfolk County Archives Rules and Regulations for Researchers

1. All researchers must complete a Research Application once per calendar year.
2. All archival materials must remain in the Reading Room at the Norfolk County Archives at all times.
3. Care must be exercised in the handling of original records. Records should never be written on, traced, bent or folded, or used as a writing platform. Researchers are required to wear white cotton gloves (provided) when handling archival records.
4. Documents are to be kept in the order in which you receive them. Never attempt to re-sort material.
5. Original records may not be made available if microfilm or digital copies are available.
6. The use of pens is NOT permitted. Pencils must be used to take notes.
7. No food or drink (including water) is allowed in the Reading Room and researchers are not permitted to consume food or beverages while handling records.
8. Researchers may request up to two items at a time.
9. Bags and coats are not permitted at the reading room tables and must be stored in the designated areas.
10. The Archives reserves the right to restrict access to records that are fragile, that are yet to be arranged or that are subject to exemptions under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Researchers should note that there may be delays in providing access to records which contain information that may be subject to certain restrictions under MFIPPA (e.g. records that contain personal information).
11. The use of personal scanners to make copies of archival materials is prohibited. Scanning and copying services are available with the assistance from staff and volunteers. Digital cameras may be used with prior permission to photograph records if the flash is disabled. If you are photographing graphic material, you will be required to sign an agreement for use of images.
12. Reproduction by photocopy, or by any other means, is determined on an item-by-item basis dependent on the material's condition, copyright, and specific restrictions.
13. Photocopies of documents are available to the general public at \$0.60 per page. Copies of all other items, such as maps, etc. are provided at cost. Researchers may be required to pay a deposit when large orders are requested. HST applicable (See "Photocopying Policy" and "Schedule of Fees").
14. Digital copies of photos are available to the general public for research purposes at \$5.00 per image. Students are allowed the first two images at no charge, proof of Student ID required. Digital copies of photos for publication purposes, other than theses or dissertations, are available at \$20.00 per image. HST applicable (See "Schedule of Fees").



15. Researchers will be required to sign an agreement regarding the use of images. Use of images is generally approved for non-commercial purposes. All other use is subject to the approval of the Archivist and may be subject to additional fees and an agreement if approved. The use and reproduction of all images is subject to the Copyright Act (See "Reproductions Request and Use of Image Agreement").

16. Archival materials are provided for research and private study. It is understood that ownership of any reproductions of archival materials in any form whatsoever remains with the Norfolk County Archives. Researchers are required to credit the **Norfolk County Archives** when quoting from documents in the collection or using photographs in any format.