

REGISTRATION FORM FOR USERS OF LAURENTIAN UNIVERSITY ARCHIVES

1. Users must fill out a registration form.
2. Researchers have an obligation to observe ethical and professional practices when conducting research at the Laurentian University Archives.
3. An identification card may be required to have access to archival materials.
4. If the researcher is conducting research for another individual, group, or institution, they must clearly identify the party, and register them as co-researcher. All parties are to follow the rules and procedures of the Archives.
5. The researcher must clearly identify the subject of the research.
6. At each visit, users must register and fill out a form for request of materials.
7. Researchers will be provided with a maximum of two boxes at a time.
8. All materials must be used in the reading area only.
9. Extreme care must be exercised in handling all materials. **Use pencil only.** Do not write on the documents, and do not write over them. Archival material must not be marked, torn, cut, or folded. The staff will supply free bookmarks.
10. If you wish to have reproductions made of materials, please consult staff. Only the staff from the Archives are allowed to make photocopies and scans. Patrons must obtain permission to use their personal cameras in the archives (see the Request for Reproduction and Camera Policy).
11. Personal belongings must be left in the cloak room. Take only those materials needed for research or study to the reading room.
12. To maintain a quiet and clean research area, eating and drinking is prohibited at all times. Please avoid disturbing other researchers.
13. Unprocessed material, i.e., records which have not been brought under control through arrangement and description, will not generally be made available to researchers.
14. All users are responsible for obtaining written permission to copy or publish any copyrighted materials.
15. It is required that the Archives of Laurentian University be identified as the source of the archival material.

I have read the following rules and agree to abide by them. I understand that the Archives' staff reserves the right to deny research privileges to any person not following these guidelines.

MAIN RESEARCHER	CO-RESEARCHER
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Subject of research:	Subject of research:
Signature:	Signature: