

**REGISTRATION FORM  
FOR USERS OF  
LAURENTIAN UNIVERSITY'S ARCHIVES**

1. Users must fill out a research application.
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 a 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 & procedures of LU Archives.
5. Researcher must clearly identify the subject and purpose of the research.
6. If collecting information for two researches, a registration form is required for each research.
7. At each visit, users must register, and fill out a form for request of materials.
8. Researchers will be provided with a maximum of two boxes per request.
9. All materials must be used in the reading area only.
10. Extreme care must be exercised in handling all materials. **Use pencil only**. Do not write in the documents, and do no write over them. Archival material must not be marked, torn, cut, or folded. The staff will supply free bookmarks.
11. If you wish to have reproductions made of materials, please consult staff. Only the staff from the Archives are allowed to make photocopies. (See the policy on reproduction and information on the Copyright Act ).
12. Personal belongings must be left in the cloak room. Take to the reading table only those materials needed for research or study.
13. To maintain a quiet and clean research area, eating and drinking is prohibited at all times, please avoid disturbing other researchers.
14. Unprocessed material, i.e., records which have not been brought under control through arrangement and description, will not generally be made available to researchers.
15. All users are responsible for obtaining written permission to copy or publish any copyrighted materials.
16. It is required that the Archives of Laurentian University be identified as the source department.

**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:** Name: \_\_\_\_\_ **Co-researcher:** Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number:(h) \_\_\_\_\_ (o) \_\_\_\_\_ Telephone number:(h) \_\_\_\_\_ (o) \_\_\_\_\_

Email (optional) \_\_\_\_\_ Email (optional) \_\_\_\_\_

Subject of research \_\_\_\_\_ Subject of research \_\_\_\_\_

Purpose of research \_\_\_\_\_ Purpose of research \_\_\_\_\_