



## Halifax Regional Municipality Archives Research Room Rules

*You are working with unique and often very fragile historical records. These rules outline your responsibilities to help us preserve HRM's archival records.*

1. Large personal belongings including briefcases, large purses, backpacks, umbrellas, and overcoats and raincoats must be stored in the lockers provided.
2. Small purses, wallets, research notes, personal computers, and personal dictation or recording machines may be kept with the researcher.
3. Archives material **MUST NOT** be removed from the Research Room. We reserve the right to inspect bags and folders when you leave the Research Room.
4. Cellular phones should be used only in the lobby area out of consideration of other researchers and staff.
5. The HRM Archives is not responsible for lost or stolen items. Lockers are provided.
6. Eating and drinking, including chewing gum and candy, are prohibited at the research tables. Researchers may eat and drink in the lobby area.
7. Records are delivered to researchers in the Research Room. To best preserve the records, the Reference Archivist may limit the number of containers/volumes supplied to a researcher at one time.
8. The Archives provides various copying services subject to copyright, donor agreements and the physical condition of the records. Copies are provided for research and private study; other use may require authorization from the copyright owner. If you require reproductions please discuss options with staff.
9. Cameras may be used to photograph documents, if the flash is disabled and wrist straps are used. For preservation reasons, the use of desk-top scanners is prohibited.
10. Publications making use of archival records should credit the Halifax Regional Municipality Archives and refer to the retrieval code so that future researchers can request the same material.
11. The use of HRM Archives materials and facilities is your right; however, HRM may cancel researcher privileges if persistent violation of the above Rules or mishandling of the records take place.

***All researchers must sign their registration form, agreeing to abide by these Rules and the Handling Archival Records guidelines.***