

Manitoba Department of Education, Citizenship and Youth

Archives, Instructional Resources Unit









RESEARCHER ACCESS AGREEMENT

NAME: _____

INSTITUTION / PURPOSE OF USE (private research, school, university, government department, etc.): _____

MEMBER NUMBER / CONTACT INFORMATION / PHONE NUMBER:

TYPE OF DESELECTION:

-  Lint-free cotton gloves *must* be worn when handling materials.
-  Ink will *not* be used around the material. Pencils will be provided for taking notes.
-  It is *not* permitted to eat, drink, or smoke while examining the material.
-  Material must remain in the Library at all times. The exception to this rule is any external displays of the material granted by special permission of the co-ordinator.
-  It is *not* permitted to mark the material with notes, fold or rip pages, etc.
-  It is understood that should the original material be deemed too fragile, access will not be granted; rather, copies of the material will be provided for clients.
-  Material will *not* be placed in direct sunlight for any extended period of time.
-  Any reproduction or photocopying will be done under the discretion of the co-ordinator of IRU.

I, _____ have read and agreed to the above conditions of use for the Archives, Instructional Resources Unit of the Manitoba Department of Education, Citizenship and Youth. I understand that by accessing these materials, I take full, realistic responsibility for their care. I fully understand and appreciate that these conditions are necessary for the preservation of the material for future use.

Signed: _____

Date: _____