

## City Archives Reading Room Rules

**All researchers must provide a full name, mailing address and day time phone number. No reference request will be processed without this information. Visitors to the Archives must also sign the Guest Register.**

1. All records must be consulted on site. The City Archives will not loan out records to any individual or organization at any time.
2. Researchers visiting the Archives may be required to surrender all bags, backpacks, large coats, etc., to the staff for the duration of their visit.
3. No food or drink is allowed in the Archives.
4. Pens are not allowed in the reading room. Researchers may use pencils or laptop computers only.
5. Gloves must always be worn when handling photographs. These will be provided by the Archives.
6. Handle all materials carefully. Do not lean or press on materials, do not force books and do not write or mark archival materials in any way.
7. Please cover materials and close file boxes when not in use.
8. Photocopying of archival material to be done by staff only. Researchers may, however, photograph documents (hand-held cameras only).
9. Please report any damaged or misfiled documents to the staff.
10. Records being consulted *must* be kept in their original order.

**Any patron found wilfully damaging records, altering their arrangement or attempting to remove them from the premises will be ejected immediately and permanently barred from this institution.**