



ARCHIVES ACCESS POLICY			
Policy Type	Academic	Initially Approved	Not known
Policy Sponsor	Vice President, Academic Affairs	Last Revised	October 2024
Administrative Responsibility	University Librarian	Review Scheduled	October 2029
Approver	General Faculties Council		

A. PURPOSE

This policy is intended to ensure that Ambrose Archives follows acceptable professional archival practice with regard to public access in line with the Association of Canadian Archivists’ Code of Ethics and Professional Conduct.

B. SCOPE

This policy applies to all instances when handling archival materials.

C. RESPONSIBILITY

It is the responsibility of the University Librarian to ensure these policies and procedures are implemented and maintained.

D. POLICY STATEMENT

In accordance with its mandate, the Ambrose Archives will provide public access to its holdings under the provision that the use of an original document will not cause unacceptable levels of deterioration or damage to that document. Public access will be governed by the following guidelines and procedures which reflect the long-term preservation concerns of the collection.

Public Access Procedures

Researchers must submit a written request for consultation which includes information about their research and archival materials they wish to access prior to any in-person visit. Consultations with the University Librarian or proxy may take place by email, phone, or in person.

All patrons will be provided with instruction on the proper care and handling of original materials and must read the *Guidelines for Researchers* section in this policy document prior to using material from the archives. When on-site, patrons may only engage with archival materials in a designated location inside the library and are not permitted to enter the archives. The University Librarian or proxy will retrieve any requested archival materials. A library staff

member will be present in the research area for security purposes during the entire period in which records are accessed by researchers.

Under certain circumstances a library staff member may be the only one allowed to handle the material that the researcher wishes to use. In such cases, the staff member will handle the material until the researcher has finished using it. If a record is too fragile or damaged, access by researchers will be limited or refused; when feasible, the record will be reformatted or repaired providing the process can be done without further damage to the document. Library staff will examine the archival material after use, and any damage or the documents must be brought to the attention of the University Librarian. Documents will be rearranged and adjusted as necessary.

Guidelines for Researchers

The Ambrose Archives contains unique and irreplaceable documents that require special care and handling by researchers. Failure to respect the following rules may result in the researcher's being refused further access to the collection.

All researchers must have a consultation with the University Librarian or proxy before accessing archival materials.

Materials in the collection are not available for loan or for use outside the library building and must be consulted in the archives under library staff supervision.

Archival materials are to be handled as little as possible and must not be removed from the designated research area under any circumstances.

Personal items such as coats, backpacks, and briefcases must be left in a designated location separate from the research area.

Eating, drinking, and smoking is strictly prohibited when handling archival materials.

Records and books must be placed flat on tables for use; do not force bound volumes open and do not lean or press on documents or archives boxes.

Pens and markers are not allowed in the vicinity when handling archival materials; researchers must use a pencil, supplied by library staff, for taking notes.

Handle archival material carefully. Never write on it or place your writing pad on top of the documents. It is strictly forbidden to annotate, mark, or fold documents.

When required, cotton gloves will be provided, in which case they must be worn when handling archival materials.

Documents and photographs must not be removed from their protective polyester enclosures.

Replace documents into the enclosures or boxes as soon as possible after consulting them to avoid possible deterioration or damage. Report any damage or misfiled documents to the archives staff immediately, do not try to remedy the situation yourself.

Carefully realign papers in folders before returning a file folder to a box to ensure no edges of the documents are sticking outside of the folder. Maintain the original order in each box.

Archives staff will inform researchers about the proper way to flag and order photocopies. Photocopies or other reproductions of archival material are to be done by staff only. Documents will be assessed to ascertain their eligibility for reproduction. Some material may have copyright restrictions or may be too fragile to copy.

Copyright Considerations*

Archival material will not be reproduced in violation of the [Copyright Act](#). If archival material is to be used in a publication, it is the responsibility of the researcher to obtain permission to publish.

All photographs used in publications must carry the following credit line: “Courtesy of the Ambrose Archives,” in addition to the photographs’ reference numbers. Credits should appear in close proximity to the image or in a special section devoted to credits. Reproductions distributed electronically must contain the credit or caption as part of the image. When known, the photographer should be credited. Crediting of each individual item is mandatory in all cases.

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**Copyright policy courtesy Trinity Western University Archives (whose policy was, in turn, adapted from the policies of the Simon Fraser University and City of Vancouver Archives).*