

Researcher Information

SURNAME		FIRST NAME		MIDDLE INITIAL(S)
ADDRESS			CITY	
PROVINCE/STATE	POSTAL CODE/ZIP	COUNTRY		
TELEPHONE		EMAIL		

Regulations for Researchers

Documents provided to researchers at the West Vancouver Archives are unique, irreplaceable, and often fragile. Researchers are required to observe the following regulations in order to ensure the long-term preservation of archival holdings.

1. All researchers must sign in each time they visit the Archives, providing one piece of photo identification (see reverse for details), their researcher number, and signature.
2. Researchers are required to use standard archival handling procedures:
 - Consumption of food and beverages are prohibited in the research area, including chewing gum or candy and drinking water.
 - Records must not be removed from the research area.
 - Only pencil may be used for taking notes. Do not write on archival documents. Avoid placing note-taking pads on top of records or leaning directly on archival records. Do not use adhesive post-it notes on archival records or folders.
 - Cotton gloves are provided for handling all photographs and for many other documents. The Archivist will provide guidance on whether you are required to use gloves.
 - Review only one folder at a time and then return it to its original place in its box. Do not remove documents from folders for any purpose – instead, handle one document at a time, returning the folder to its box when it has been reviewed. Maintain the order of the documents in their folders, and the order of the folders in their boxes. Always handle documents and photographs with both hands, turning pages carefully.
 - Photocopying must be done by Archives staff. If you would like to mark a page for photocopying, use the green and red markers provided to indicate where copying should start and stop.
3. Copies are provided for research and private study only. Use for any other purpose may require that the researcher obtain permission of the copyright holder.
4. The Archives is a quiet study area – conversation should be kept at an appropriate level and cell phones should be turned off or set to silent mode.
5. The use of digital cameras must be approved by Archives staff.
6. If these guidelines are not followed, researchers may be asked to leave the Archives and researcher privileges may be revoked.

Researcher Identification

Persons wishing to conduct research at the West Vancouver Archives are required to produce one piece of photo identification. Documents are for validation only; numbers will not be recorded.

The following documentation is acceptable for researcher registration purposes:

- BC (or other) Driver's License
- Student ID card from a recognized educational institution
- Government ID with photograph
- Status card
- Passport

Failure to produce acceptable identification will result in the researcher being denied access to archival materials.

I acknowledge that I have read and agree to abide by the regulations provided in this form.

Signed: _____

Date: _____

***Freedom of Information and Protection of Privacy Act Notice:** personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act section 26(c) and will be used for the purpose of processing your West Vancouver Archives Researcher Registration form. If you have any questions about the collection and use of this information please contact Legislative Services, Records and Information Management Coordinator at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3.*

STAFF USE ONLY		
ID TYPE	STAFF INITIAL	RESEARCHER NUMBER