

## **Registration and Agreement for the use of Archives, Special Collections, and Rare Books**

### **1. User Registration**

- Researchers are required to present identification and must register via this form when requesting archival materials, special collections, or rare books.
- A user card may be issued upon registration. Please retain this card and present it at future visits when archival, special collections, or rare book materials are required.
- Leave bags and large coats in the provided cubbies.
- Turn cell phone ringers to silent and endeavor to take/make calls outside the Reading Room.

### **2. Utilizing archives, special collections, and rare materials**

- Access to the archives and stacks areas is not permitted. Please ask a staff member to retrieve the materials you require. Retrievals are available Tuesday - Friday 10:00-4:00.
- Use of materials is restricted to the Reading Room.
- The holdings of the ROM Archives and Special Collections are unique and may be fragile. All users must take care to handle materials gently.
- Your hands must be clean and free from lotion. Wash your hands before handling materials. Gloves are not required, but are available upon request.
- Preserve the order of archival materials. Please take only one file from a box at a time. Use paper flags provided to mark where a file was removed from a box. Keep papers within files in order as you use them.
- Gently realign papers before returning them to their file folder. Do not tap papers on the tables. Ask for assistance if materials are difficult to tidy.
- Use only pencil. Pens or highlighters are not permitted.
- Leave all fasteners as they are. Inform a staff member if a paperclip or staple comes loose.
- Inform a staff member immediately if materials are damaged while you are using them.
- Use appropriate book supports when consulting rare books; do not force open stiff spines, cut or fold pages, or mark materials in any way.

### **3. Reproductions, Copyright, and Publication**

- Reproductions, whether digital or print format, may only be used for personal research purposes. Users must abide by the fair dealing provisions of the *Copyright Act*. The ROM Library and Archives assumes no responsibility for copyright infringement by researchers
- Personal cameras may be used. Please do not use a flash.
- High quality images *may* be available for order via ROM Images: [images@rom.on.ca](mailto:images@rom.on.ca)

**Registration and Agreement for the use of Archives, Special Collections, and Rare Books**

- Library and Archives staff reserve the right to restrict reproductions if the material is in fragile condition or at risk of damage.
- Users are responsible for obtaining the correct copyright permissions for the publication of images or lengthy quotations from ROM Library and Archives materials. The ROM Library and Archives assumes no responsibility for copyright infringement by researchers.
- The correct citation format for ROM Archives materials is as follows: [Identification of item], [Name of fonds or special collection], [Record Group or Special Collection number], Royal Ontario Museum Library and Archives, Toronto, Ontario, Canada.
- The correct citation format for ROM Library materials is as follows: Author [Last name, First name] (year of publication), *Title of publication*. Place of publication, Publisher. Library location [Stacks, Rare Book, etc.] Call number, Royal Ontario Museum Library and Archives.

**Agreement**

I have read the preceding guidelines and agree to abide by them. I understand that ROM Library and Archives staff reserves the right to deny research privileges to any person not following the above-mentioned guideline.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/E-mail address: \_\_\_\_\_

Topic of research (if known, list specific fonds or titles): \_\_\_\_\_

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[To be completed by Library &amp; Archives staff]

Date of Registration: \_\_\_\_\_ ID Verification: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Personal information on this form is collected under the authority of the *Royal Ontario Museum Act, R.S.O. 1990, c. R.35* and is used to register you as a user of the Royal Ontario Museum Library and Archives. It may also be used to compile Customer Service reports and statistics for the Library and Archives or to contact patrons for feedback on the ROM Library and Archives services. Personal Information collected on this form will be kept for one year from the date of registration and then will be securely destroyed. Questions about the collection, use, and disclosure of your personal information in connection with this form should be directed to: Department Head, Library and Archives, Royal Ontario Museum, 100 Queen's Park, Toronto, ON M5S 2C6, 416-586-5595, library@rom.on.ca