

READING ROOM REGULATIONS

1. Researchers must complete and sign the « Request to Consult Historical Records » form, and present an identification card with a current photograph before consulting records.
2. Coats, purses, briefcases, and other containers must be left at the entrance. Lockers are available.
3. Food and drinks are not allowed in the reading room.
4. The reading room is a silent area. Please use the entrance area for cellphone conversations.
5. When consulting multimedia materials and artefacts, researchers must wear gloves provided in the reading room.
6. Only paper, lead pencils, laptops and similar devices are permitted.
7. The use of any equipment to copy records is forbidden without staff permission. A reproduction form must be completed and signed before reproduction is made. Please inquire about copying procedures and costs.
8. Keep original order of records inside a given file or container.
9. It's forbidden to write on, fold or tear off pages of a record. Any records showing deterioration should be brought to the attention of staff.
10. It is forbidden to remove records from the reading room. Staff reserves the right to have all coats, purses, briefcases and other containers transported by researchers leaving our premises examined.
11. No records will be provided 30 minutes prior to closing hour.

(Aussi disponible en français)