



Clarington Museums

Research Request

Clarington Museums and Archives welcomes researchers to use the archival collections for teaching, research, analysis, publication, exhibition, and artistic endeavors. In order to better serve your research needs, please be as detailed as possible when describing your request.

Date of Request:		Date Required (if applicable):		
PERSONAL INFORMATION				
Name:		Phone Number:		
Address:				
Email Address:				
Member <input type="checkbox"/>		Non-member <input type="checkbox"/>		
NATURE OF REQUEST				
Genealogical <input type="checkbox"/>	Local History <input type="checkbox"/>	General Interest <input type="checkbox"/>	Research for Publication <input type="checkbox"/>	Other <input type="checkbox"/>
DETAILS OF REQUEST				
Subject:				
Family Names (if genealogical):				
Description of Request:				
ADMINISTRATION USE ONLY				
		Research Completed <input type="checkbox"/>	Date:	
Notes:				
Signature/Initials:				



RESEARCH POLICY:

Decisions about access to the collection are guided by the mission of the Clarington Museums and Archives and Collection Management Policy. Researcher privileges are granted to registered visitors, subject to the following guidelines.

PROCEDURES:

1. All requests must be submitted in advance of the proposed dates for a visit that involves access. Please notify the Clarington Museums and Archives at least 24 hours in advance to cancel or reschedule an appointment; dates and times for rescheduled visits are at the Museum's discretion. Missed appointments will require a new request.
2. Research will be conducted on weekdays by appointment during office hours (Monday – Friday) between 10:00 a.m. and 4:00 p.m.

CARE AND PRESERVATION:

1. No food, beverages, or chewing gum permitted in reading area. No briefcases or other large bags allowed on tables with documents.
2. Use pencils only in research area. No pens or markers will be permitted. No marks may be added or erased. No tracings or rubbings may be made without specific permission. No books, papers, or other objects may be laid on or affixed to the collections. The arrangement of manuscript pages must not be altered. Do not rearrange papers. The researcher will not remove tags, clean, repair, alter, or restore objects.
3. For both the safety of the object and the researcher, museum staff may ask researchers to wear gloves when handling objects, at their discretion. All materials must be kept on the surface of the table.

REPRODUCTION AND USE:

1. Reproduction of archival items will be made in accordance with the Copyright Law. Items copied are to be used for the purposes of private study, scholarship or research. It is up to the researcher to determine copyright status and to contact the copyright holder if they wish to use the copies in a manner outside the terms of “fair use”. Clarington Museums and Archives reserve the right to refuse to copy materials that may be damaged in the process.
2. Items copied are to be used for private study or scholarship. Photographs of material is not permitted.
3. Permission to use publish photographs must be arranged by separate agreement with the Clarington Museums and Archives and are subject to fees. For exhibition and publication, permission is required based on the policy and procedures set out by Clarington Museums and Archives and with the use of a specified credit line to the Museum.

RESEARCH FEES

General research fee <i>Fee for staff completing initial research in collection and pulling any item from storage. For personal use only. Fee is waived for museum members who are entitled to 2 free searches of the archives per year.</i>	Currently Waived
Photocopies and Document Scans	\$0.25 cent ^{+tax} per copy

By signing this document, the researcher acknowledges that they have read and agreed to abide by the collection access guidelines in the Research Request Policy.

Name (printed):

Date:

Signature:

Employee Signature: