

REGULATIONS RESPECTING THE USE OF RESEARCH MATERIALS AND FACILITIES

1. Personal belongings including briefcases, suitcases, backpacks, handbags, purses, folders, binders and outerwear such as overcoats, jackets, parkas, gloves and helmets are not permitted in the Public Reading Room. Secure lockers are available for storage. Wallets, research notes, notebook computers, paper and pencils are allowed.
2. Food and beverages, including water bottles, are not permitted in the Public Reading Room.
3. Use of equipment such as cameras, personal dictation or recording devices, is subject to prior approval by reference staff. Use of scanners by clients is not permitted.
4. Only pencils may be used to take notes. No ink of any form is permitted in the Public Reading Room.
5. Researchers are responsible for the care and handling of archival materials. A large portion of the Permanent Collection of the Provincial Archives of Saskatchewan is comprised of unique and fragile items which require careful handling. Specific guidelines on handling archival documents have been placed on the tables in the Public Reading Room.
6. Collection material must be consulted in the Public Reading Room and ***individual documents may not be removed from files for any reason.*** If reproductions are required, special forms and markers will be provided. Please note that some documents may be too fragile to be copied.
7. The Archives reserves the right to impose reasonable limits on the amount of material that can be signed out by a researcher at one time.
8. Researchers are required to work quietly. The use of cellular telephones and discussions with other researchers should take place outside the Public Reading Room.
9. Reference staff will provide information on accessing restricted collections. Researchers are not authorized to share the contents of restricted records with persons who have not been granted access to them. Please return restricted records to the reference desk in person.
10. The reproduction of archival material is subject to the terms and conditions of the *Copyright Act*. While the Archives will provide assistance in locating copyright owners, the researcher is responsible for determining copyright ownership and for obtaining permission to publish or use any copyrighted records. Works protected by copyright will be copied only if authorized by the *Copyright Act*, the copyright owner, donor agreement, or a license agreement.

Clients who choose not to comply with the above regulations, or with any other research and access policies of the Provincial Archives of Saskatchewan, may have their research privileges cancelled or restricted.

I have read and understand the regulations above, and I hereby agree to comply with them:

Signed _____ Date _____

RESEARCHER REGISTRATION: Please print clearly.

Name	
Apt. Number, Street, Box Number	
City/Town	Province
Postal Code	Country
Telephone – Home	Telephone – Business
Email Address	
Research Topic	
<input type="checkbox"/> I would like to receive information about becoming a Friend of the Provincial Archives of Saskatchewan (FOPASK)	
FOR ARCHIVES USE ONLY:	
Registration Number _____	Identification _____
Date Issued _____	Staff Initials _____

Access to Unrestricted Records Research Agreement

The Provincial Archives of Saskatchewan (“Provincial Archives”) is committed to ensuring that personal information and personal health information is removed from records that are identified as being open (unrestricted) for public use, in compliance with *The Freedom of Information and Protection of Privacy Act (FOIPPA)* and *The Health Information Protection Act (HIPA)* and the policies of the Provincial Archives.

In the rare event that personal information or personal health information has been missed during this review, the Provincial Archives requires the cooperation of the Researcher to fulfill its responsibilities under *FOIPPA* and *HIPA* to protect and retrieve that information. In consideration for providing access to its unrestricted collections, the Provincial Archives requires the Researcher to make the commitments set out below.

The Provincial Archives and the Researcher agree as follows:

1. The Researcher will notify Provincial Archives staff if any personal information or personal health information is found within a collection free of access restrictions.
2. Reference Archivists will provide guidance to the researcher on identifying personal information, personal health information, and any other information that may require access restrictions during the research process.
3. If the Researcher encounters any personal information or personal health information within a collection otherwise noted as being free of access restrictions, the Researcher will not take notes about the information, make copies, or record this information in any way.
4. If the Researcher encounters any personal information or personal health information within a collection thought to be free of access restrictions, the Researcher will not communicate, share, transmit or disclose this information, unless the Researcher is authorized by law to do so. The Researcher will not contact, directly or indirectly, the individual(s) to whom the information relates, or attempt to identify an individual to whom the information relates using other sources.
5. If the Researcher discovers personal information or personal health information in copies of records the researcher will immediately contact the Provincial Archives and will take measures to ensure that information is kept securely and not disclosed in any manner. The Researcher will agree to either destroy or return to the Provincial Archives, as directed by the Provincial Archives, any copies of records containing personal information or personal health information.
6. If the Researcher discloses personal information or personal health information from a collection, the Researcher will immediately notify the Provincial Archives, and provide the Provincial Archives with details about the disclosure, including the date and manner of disclosure and to whom the information was disclosed. The Researcher will also cooperate with the Provincial Archives in protecting and retrieving any personal information or personal health information that has been disclosed, as directed by the Provincial Archives.
7. Subject to paragraphs 1. to 6., the Provincial Archives will grant the Researcher access to unrestricted collections of the Provincial Archives. Failure to comply with this agreement may result in the removal of or restriction on the Researcher’s access to unrestricted collections, in addition to any other remedy available to the Provincial Archives.

I, the undersigned, hereby confirm that I have read, understand, and agree to be bound by the terms and conditions of this agreement.

Signed _____ Date _____