



# Archives Researcher Registration Form

City of Victoria Archives ▪ 1 Centennial Square, Victoria, BC V8W 1P6  
 T: 250-361-0375 ▪ archives@victoria.ca ▪ www.victoria.ca/archives

Contact information:		
Name		
Organization		
Address		
City	Province	Postal Code
Phone/Fax	E-mail	

User Type	Research Topic (select up to three categories)
<input type="checkbox"/> Artist / Author <input type="checkbox"/> Business <input type="checkbox"/> Government (Federal, Provincial, Regional, Municipal, First Nations) <input type="checkbox"/> Media <input type="checkbox"/> Private Individual <input type="checkbox"/> Religious / Cultural Institution <input type="checkbox"/> School (Elementary/Secondary) <input type="checkbox"/> Society or Association <input type="checkbox"/> University / College <input type="checkbox"/> Other _____	<input type="checkbox"/> Architecture / Building <input type="checkbox"/> Biography <input type="checkbox"/> Business / Industry <input type="checkbox"/> City of Victoria Government <input type="checkbox"/> Environment <input type="checkbox"/> Genealogy <input type="checkbox"/> Military <input type="checkbox"/> Neighbourhood <input type="checkbox"/> Social / Cultural <input type="checkbox"/> Land use / Site Assessment <input type="checkbox"/> Other _____

<b>By signing this form, you agree to the terms and conditions of access listed on page 2.</b>	
Researcher signature	Date

Archives staff initial	ID checked	Registration Number
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*Your personal information is collected for the purpose of managing access to material in the Archives. The information will be used to verify the identity of users, ensure the security of archival material, as well as prepare anonymized statistical information about types of users and archival material used. The legislated authority for collection is section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. For further information please contact the City of Victoria archives at [archives@victoria.ca](mailto:archives@victoria.ca).*

## Terms and Conditions of Access

1. All visitors will complete this *Researcher Registration Form* and provide one piece of government issued photo identification (e.g., driver's license, passport, status card, etc.), once per calendar year, prior to accessing material in the Archives, and will bring their issued Registration Card to each subsequent visit during the calendar year.
2. No containers (such as bags, backpacks, briefcases, suitcases, handbags, purses, folders, binders, etc.) or outerwear (such as overcoats, jackets, parkas, gloves, helmets, etc.) are permitted in the Reading Room. Please leave these items in the area provided.
3. The Reading Room is a quiet study area. As such, we ask that conversations are kept at an appropriate volume, and cellphones and other noise making devices (pagers, laptops, tablets, etc.) are set to silent.
4. No food or drink (including chewing gum and water) is permitted in the reading room.
5. No pens allowed – only pencils may be used in the reading room.
6. No tripods, scanners, or flash photography may be used in the reading room.
7. Do not mark, alter, or append anything to archival material in any way.
8. Maintain all archival material in their original order; how the material was arranged when it was provided by Archives staff. This includes how the folders are arranged within a box, and how the materials are arranged in a folder.
9. Archival material is non-circulating and thus may not be removed from the Reading Room.
10. Archival material should not be placed anywhere besides the table it has been placed on by Archives staff. No material should be on chairs, or the floor.
11. Do not place any personal belongings (i.e., a laptop or a notebook) in contact with archival material.
12. Specialized equipment (to be provided by Archives staff) may be required for handling records including, but not limited to, book cradles for bound volumes and gloves for photographs.
13. Digital, photographic copies of archival material may be created, upon verbal agreement with Archives staff, provided that the material is non-restricted, identified appropriately as City of Victoria property, and is being copied for personal use.
14. Paper flags (provided in the Reading Room) may be used to request that Archives staff make reproductions of the identified pages. Archives staff will determine if there are any conservation, copyright, or legal restrictions on the material, and will make reproductions as quickly as time allows. The reproductions are provided for personal research and enjoyment only.
15. The Archives reserves the right to withdraw services to visitors who fail to comply with the above terms and conditions, or, if they engage in the harassment or abuse of other visitors or Archives staff.