AGRICOLA COLLECTIONS USER POLICY

Our principle responsibility is to ensure the safety of the archives material entrusted to our care. Access is closely monitored because the materials are very precious to the history of agriculture in the region, fragile, and irreplaceable.

1. Items in the Agricola Collections are used under the watchful supervision of Library staff.

2. Users are allowed to access material in the catalogued Agricola Collections or Archive monographs or serials with the written permission of the Acting Archivist, Professor in the Department of Humanities with responsibility for Canadian History and Literature, or University Librarian and by prior arrangement with Library Staff. The Professor will supply the name of each user being permitted access to the collections and what topic they will be researching, before access is permitted. This list will be posted at the Circulation Counter. Alternatively, a Professor may make a selection from the Archives book collection to be placed “On Reserve”. These will be loaned using the same loan periods and policies as other Reserve material. Extremely valuable or fragile material will not be placed on reserve.

3. Access to the Agricola Collections is provided during regular work hours, 8:30 a.m. to 4:30 p.m. Monday-Friday only. Access is not available during the evenings or weekends. Any other access must be arranged through the University Librarian and would involve overtime for Staff.

4. Library staff will store the user’s hat, coat, book bag, back pack, purse, notebooks, etc. in the Library Staff Room while Archive materials are being used.

5. Catalogued collections are arranged in boxes. One box at a time from the collection being used will be brought from the Archives to the Library Conference Room. The user is required to make a selection in the presence of a Library staff person.

6. The user may select three items (a single file folder may constitute an item) at a time.

7. Library staff will record each of the three items (each piece within the item will be listed separately) on the Archives circulation forms, and signed to the responsibility of the user, who must surrender a picture identification card (student ID, drivers license or acceptable equivalent). The ID will be held until all materials are recorded as safely returned. A marker will be placed in the box in place of the file to assist with re-filing.

8. Except during the pre-exam period, the selected material will be placed by the Library Staff into a Reading Room for study. The Reading Room will be booked for as long as required or until 4:15 p.m. During the pre-exam and exam period, at the discretion of the Library staff, the user may be asked to study the materials in the Library Conference Room.
9. When material is returned, each item will be checked against the list and re-filed immediately in the box. The user may then make another selection of three items which will be signed out in a like manner. If no additional material is needed, the Library staff will first return the user’s ID and personal belongings, and then take the box back to its place in Archives.

10. Copying is restricted. No materials from Archives Agricola Collections will be photocopied, scanned or otherwise duplicated by any user. If a copy is required, a formal request must be made to the University Librarian who has sole discretion as to whether the item will be copied. The decision of the University Librarian, based on the fragility, size and format of the material as well as Copyright regulations and time constraints, is final. Most requests will be handled within 10 working days. A processing fee of $1.00 per page will be charged, to be deposited to the Library Gift Revenue Account.

11. There will be no exceptions to these regulations. Any and all other types of access must be pre-arranged with the Acting Archivist, Archives Assistant and University Librarian.