

NWT Archives

Reading Room Policies

- The Reading Room is open 9am-12pm & 1pm-4:30pm weekdays.
- Pencils only, no pens near archival items.
- No food or drink in Reading Room.
- Brief cases, backpacks and oversized bags must be checked at the Desk.
- Formal applications for access to some materials may be required.
- Some items are stored off-site, advance notice of requests is recommended and will be given priority.
- Computers are for research use only.
- **Handle all materials carefully.**
- USE GLOVES when handling any archival material.
- DO NOT mark, fold, tear or otherwise damage the records.
- DO NOT place books or volumes face down.
- DO NOT lean or press on archival materials.
- DO NOT trace maps or other records. Report any damage or accidents found in materials to Archives staff immediately.
- Remove one folder at a time and keep documents and photographs in their original order.
- Lay folders flat on the table prior to leafing through them.
- Materials may not be removed from the research area.
- Archival documents cannot be put in document feeder of photocopier. We reserve the right to refuse photocopying of any documents deemed too fragile or unmanageable.
- NWT Archives must be properly credited in any use of its collections (incl. copies, scans, photos) and usage fees may apply. ie: NWT Archives/Busse/N-1979-052:1234
- Please refrain from using cell phones in the Research Room.
- Staff will provide guidance and refer researchers to appropriate materials. Staff are unable to do the research for you.
- If purchasing photographs, the images must be properly credited to the NWT Archives.

If you have any questions, please don't hesitate to ask.

- **Restrictions:**

- Access to and use of public records at the Archives are subject to statutory restrictions, particularly those imposed by the Access to Information and Protection of Privacy Act.
- Access to and use of private records may be subject to donor restrictions or at the discretion of the Territorial Archivist. Such restrictions include but are not limited to:
 - Restrictions that reflect of intent of the Access to Information and Protection of Privacy Act.
 - Restrictions that protect fragile document – the handling of which would endanger the document.

- **Copyright:**

- Researchers are advised that it is their responsibility to obtain copyright permission to publish or otherwise reproduce or distribute copies of archival material. Whenever possible, the archivist will provide the name and address of holders of copyright. However, responsibility regarding questions of copyright that may arise in the use of any images is assumed by the researcher.