

## Rules for Users of the McCord Museum Reading Room

*To protect the documents in its collection and provide staff and users with a safe and pleasant environment, the McCord Museum Reading Room requires all users to follow the rules below. Failure to observe these rules may result in loss of access to documents.*

### GENERAL GUIDELINES

- Visitors to the Reading Room may not access the stacks.
- Smoking, drinking and eating are not permitted.
- Cell phone ringers must be turned off.
- Visitors should refrain from speaking and be courteous to Museum staff and other users.

### HOURS

The McCord Museum Reading Room is accessible by appointment only. Those seeking an appointment may have to wait one or more days, depending on the resources available and the number of users already signed up. The best way to request an appointment is to send an email to the following address: [reference.mccord@mccord-stewart.ca](mailto:reference.mccord@mccord-stewart.ca)

The Reading Room is open:

- Tuesdays, Wednesdays and Thursdays, from 9:30 am to 12:30 pm and from 1:30 pm to 5:00 pm.  
The Reading Room is closed on statutory holidays, the two-week summer construction holiday and the two weeks covering Christmas and New Year's.

### IDENTIFICATION

Upon entering the McCord Museum, visitors to the Reading Room must sign in with the agent at the Security Desk located at 2175 Victoria Street and provide the name of the person with whom they have an appointment.

When you arrive at the Reading Room, please:

- Leave coats, boots, umbrellas, bags and any other belongings in the lockers provided. You may bring in your wallet, paper, pencils, laptop and, with prior permission, a camera.
- Sit in the seat assigned by the head of the Reading Room.
- Read and follow these rules for users of the Reading Room.
- Complete and sign the "Research Request" form, making sure to indicate your contact information and research topic. You may be asked to show identification.

### HANDLING DOCUMENTS

When examining and handling documents, you must:

- Wear cotton gloves provided by the Museum.
- Only use pencils to take notes.

- Only handle one file at a time, taking care to keep individual documents in their original order.
- Handle documents carefully and do not crease or attempt to trace them. Avoid using sticky notes (Post-its®), paper clips or fasteners on them. Do not damage bindings or brittle areas, write directly on documents or use them as backing while writing. Never attempt to flatten or repair a document yourself. Instead, report the problem to the head of the Reading Room, who will take any necessary action.
- Follow any additional precautions provided by the head of the Reading Room when handling damaged or irregularly shaped documents.
- Only examine documents on site. Documents from the McCord Museum's collection are not loaned out and must never be removed from the Reading Room; violators will be subject to severe penalties. Museum employees reserve the right to inspect your folders when you leave the premises.
- You must obtain prior approval from the head of the Reading Room if you wish to photograph any of the documents examined, for research purposes only.

### **REPRODUCTIONS AND REFERENCES – for research purposes only**

- Reference materials from and/or photographs taken at the McCord Museum may be used for research purposes only; consequently, they may not be published or otherwise reproduced without the authorization of the McCord Museum. All requests for permission to reproduce an image for distribution must be sent by email to the following address: [photo@mccord-stewart.ca](mailto:photo@mccord-stewart.ca)
- References to documents in the McCord Museum's collections or reproductions of such documents used as part of a research project must be properly cited as follows:  

**Author, title of document or name of object, date, McCord Museum, complete reference number**
- Given the limited resources, Reading Room staff reserve the right to make a maximum of 15 photocopies per user (which may be done at a later date). Furthermore, the head of the Reading Room must first determine that the document is in good condition. If you have received prior approval, you may photograph certain documents yourself.
- You are asked to mention the "McCord Museum" as a reference source and acknowledge the contributions of any staff consulted in research reports, articles and other published materials. We would also greatly appreciate receiving a copy of any such documents.
- You are asked to preserve the confidentiality of personal information in the documents examined.

### **LEGISLATION AND ETHICS**

- The head of the Reading Room is committed to applying the following legislation related to books and archives. As such, access to or the reproduction of certain documents may be restricted.
  - *Copyright Act*
  - *An Act Respecting the Protection of Personal Information in the Private Sector*
  - *Archives Act*
- The head of the Reading Room is committed to observing and applying the code of ethics of the Association des archivistes du Québec (AAQ).