

# Rules for Users of the Reading Room in the McCord Museum Archives and Documentation Centre



To protect the documents that make up its collection and provide staff and users with a safe and pleasant environment, the McCord Museum requires all users of the Reading Room to follow the rules below. Users who fail to observe these rules may be denied access to the Reading Room.

## GENERAL GUIDELINES

- Visitors to the Reading Room may not access the reserves.
- No food or drink is permitted.
- Cell phone ringers must be turned off.
- Visitors are asked to be courteous to Museum staff and other users.
- The Reading Room is primarily a working space. Speaking softly so as not to disturb others is appreciated.

## MAKING APPOINTMENTS

The McCord Museum's 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. To request an appointment, please complete this [online form](#).

The head of the Reading Room will respond to appointment requests by email to confirm the date and time.

## 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 arriving at the Reading Room, visitors must:

- Leave coats, boots, umbrellas, bags and any other personal items in the spaces provided. Only wallets, paper, pencils, laptops and cameras (with prior permission) may be brought into the Reading Room.
- Sit in the seat assigned by the head of the Reading Room.

## HANDLING OF DOCUMENTS

- Wear cotton gloves provided by the Museum.
- Only use pencils to take notes.
- Only handle one file at a time, taking care to maintain the original order of the documents.
- Handle documents with care and refrain from creasing or attempting to trace them. Avoid using sticky notes (Post-its<sup>®</sup>) or paper clips on them. Do not damage bindings or brittle areas, write directly on documents or use them as backing while writing. Never attempt to flatten a document or correct an error; instead, report any issues to the head of the Reading Room, who will take action if necessary.
- 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 may not be borrowed and must never be removed from the Reading Room; violators will be subject to severe penalties. Museum employees reserve the right to inspect any folders or containers when visitors leave the premises.
- Visitors must obtain prior approval from the head of the Reading Room if they wish to photograph any of the documents examined, and such photographs may be used for research purposes only.

## REFERENCES AND REPRODUCTIONS

- Photographs taken of documents at the McCord Museum may be used for research purposes only; they may not be published or otherwise reproduced without the authorization of the McCord Museum. To request permission to reproduce an image, read our [Photographic Services and Copyright page](#).
- 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 and include the following information:  
**Author, title of document or object name, date, name of fonds or collection (if applicable), object number or archival reference code, McCord Museum**
- Visitors are asked to mention the McCord Museum and acknowledge the contributions of staff (where warranted) in research reports, articles and other published materials. The Museum would also greatly appreciate receiving a copy of any such documents.
- Visitors must 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 laws governing books and archives. As such, access to or the reproduction of certain documents may be restricted.
  - *Copyright Act*
  - *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).