**Summerland Museum & Archives Society**

# RESEARCH AREA RULES

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## INTRODUCTION

The Summerland Museum and Archives Society (SMAS) is dedicated to providing access to its collections while ensuring their long term protection as a valuable resource for study. All researchers are required to follow the rules outlined below. Failure to abide by these rules will result in that researcher being asked to leave.

## RULES

- Researchers must leave coats, briefcases, and personal items at the front desk/foyer.
- Food, drink, and ink pens are not permitted in the Research Area.
- SMAS may restrict the use of some records because of fragility or proprietary rights.
- The use of personal computers and cameras is allowed as long as they do not harm the records or disturb other researchers.
- Photocopying is done by staff only. The Summerland Museum and Archives reserves the right to refuse to photocopy records deemed too fragile. Fees are $0.50 per page.
- Please maintain the order of all documents within folders and folders within boxes.
- Researchers are responsible for the correct citation of records. If publishing material from the archives, please credit the Summerland Museum and Archives Society.
- Determination of copyright status or details is entirely the responsibility of the user. The Summerland Museum and Archives is in no way responsible for determining, or advising on, matters of copyright.

## GUIDELINES FOR HANDLING COLLECTIONS

- **Please ensure your hands are clean.**
- All material in cartons or boxes should be kept in the order received. Remove one folder at a time.
- **Use a pencil to take notes.** Pens or markers of any kind are not permitted in the Research Area.
- No marks should be added or erased from Archival material.
- Do not rest anything on top of manuscripts or printed items.
- Handle paper documents and book leaves as little as possible, turn pages gently and one at a time.
- Gloves will be provided for material that is particularly sensitive to handling, including original photographs and negatives.
- Objects in the collection may not be handled by the public except with direct and explicit permission from qualified Museum staff.