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Leave briefcases, portfolios and oversized handbags with the Archives staff or place in a locker. When leaving, indicate to the staff whether or not you have finished using the materials.

Smoking, eating and drinking is prohibited in areas where archival materials are being consulted. The Archives office is not responsible for personal property. Violation of these rules may result in a withdrawal of Archives privileges.

Care of Documents:

The principle duty of the Archives is to preserve original, unique and irreplaceable documents. The user's cooperation is required in order to maintain a standard of preservation.

The use of material is restricted to assigned tables. Users may examine up to 1 document case or 10 file folders at any one time. Documents and files should be left on a flat, horizontal surface. The existing order and arrangement of materials must be maintained. Documents should always be handled carefully and held in the hands no longer than necessary. Remove only one file from a box at a time. Loose pages should not be removed from a box or folder and under no circumstances should the order of the pages be disturbed. Please do not mark, fold or underline pages. Photographs should be handled with white gloves. Ask Archives staff for these.

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2. The provisions of the Alberta Freedom of Information and Protection of Privacy Act (FOIPP), especially section 16, 40 and 41.
3. The condition of the records.

Researchers may be asked to sign a research agreement if required under the FOIPP Act to use certain types of personal information.

Researchers who have occasion to access personal information as defined by section 1(1)(n) of the FOIPP Act in the records of the University, by signing this form agree not to disclose or use this information without the permission of the person whose information it is or without the permission of the University Archives.

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