



CITY OF VANCOUVER

Archives

RESEARCHER REGISTRATION

PLEASE PRINT ALL INFORMATION BELOW AND SIGN

SURNAME, FAMILY OR LAST NAME		FIRST NAME		MIDDLE INITIAL
ADDRESS			CITY	
PROVINCE/STATE	POSTAL CODE/ZIP	HOME TELEPHONE	COUNTRY	
LOCAL TELEPHONE (IF VISITING)		E-MAIL		
		I give the Archives permission to contact me about news and events <input type="checkbox"/> Yes <input type="checkbox"/> No		

REGULATIONS FOR RESEARCHERS

1. No backpacks, briefcases, bags or containers are permitted in the research room. Leave all such items in the shelving provided.
2. Consumption of food and beverages (including water) is not allowed in the research room.
3. The research room is a quiet study area - conversation should be kept at an appropriate level and cell phones and pagers should be turned off or set to Silent mode.
4. Researchers are given ONE box or file of documents at a time. It must be returned before another will be provided.
5. Maintain all archival documents in their original order. Documents should not be removed from files FOR ANY PURPOSE.
6. Only pencils may be used in the research room.
7. Do not mark archival documents in any way.
8. Do not leave archival documents unattended in your work area.
9. When returning archival materials, give them to Archives staff IN PERSON. Do not leave documents unattended at the reference desk.
10. Archives staff may refuse to provide service to researchers if they believe archival materials are being mishandled in any way.
11. Copies of copyrighted works made for patrons are provided solely for research and private study; any other uses may require that the patron obtain the permission of the copyright owner.
12. Archives staff may suspend or revoke research privileges for failure to abide by these rules, or for harassment or abuse of other patrons or Archives staff.

I have read the regulations provided on this form and agree to abide by them:

DATE	RESEARCHER SIGNATURE

The information collected on this form is collected under the authority of the Vancouver Charter and the Freedom of Information and Protection of Privacy Act, and is required by the City of Vancouver Archives to administer access to its archival holdings. This information is used to confirm the identity of Archives researchers, and to ensure the safety of Archives researchers and staff and the security of archival materials. Information may also be anonymized and used for statistical purposes in order to help the Archives improve its service to researchers. Where specifically authorized by the researcher, it may also be used to contact the researcher about Archives' programs and events. Questions about the collection and use of personal information on this form may be directed to the City Archivist at the address below.

CARD ISSUE: ARCHIVES USE ONLY

ID TYPE (see reverse)	STAFF INITIAL	ARCHIVES REGISTRATION NO.

RESEARCHER IDENTIFICATION

Persons wishing to conduct research at the City of Vancouver Archives are required to produce one piece of photo identification. Documents are for validation only; numbers will not be recorded.

The following documentation is acceptable for researcher registration purposes:

- BC (or other) Driver's License
- Student ID card from recognized educational institution
- Government ID with photograph
- Status card
- Passport

Failure to produce acceptable identification will result in the researcher being denied access to materials stored in the Archives Stacks area.

STATISTICS: STAFF USE ONLY	
<p>RESEARCHER CLASSIFICATION (check one)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Artist <input type="checkbox"/> Business <input type="checkbox"/> City of Vancouver Staff <input type="checkbox"/> General Public <input type="checkbox"/> Government - Federal, Provincial, Regional, Other Municipal, First Nations <input type="checkbox"/> Media <input type="checkbox"/> Religious/Cultural Institution <input type="checkbox"/> School - Elementary/Secondary <input type="checkbox"/> Society or Association <input type="checkbox"/> University/College <input type="checkbox"/> Other (specify) 	<p>RESEARCH SUBJECT (check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Biography <input type="checkbox"/> Building <input type="checkbox"/> Business/Industry <input type="checkbox"/> City of Vancouver Government <input type="checkbox"/> Genealogy <input type="checkbox"/> Maritime <input type="checkbox"/> Military <input type="checkbox"/> Neighbourhood <input type="checkbox"/> Social/Cultural <input type="checkbox"/> Site Assessment <input type="checkbox"/> Other
<p>SPECIFIC RESEARCH TOPIC:</p> 	