

## **Conditions of Access to Maritime Conference Archives and Reading Room Regulations**

- Access to records is governed by the policies of the Archives, and material is issued to researchers subject to any specific conditions relating to individual collections.
- All research conducted in the Archives is to be carried out in the Reading Room under the direct control and supervision of the staff.
- Records made available to researchers are not to be marked or interfered with in any way and are to be returned upon completion of use in their original order and condition. Any damage found in materials issued is to be reported to staff immediately. Researchers are responsible for materials used by them and are liable for loss or damage.
- PENCILS ONLY are to be used in taking notes. Do not lean or press on or trace archival materials.
- No photocopies will be made without the specific permission of the Archivist. Photocopying will be done by staff and at the Archivist's discretion subject to the physical condition of the records and to copyright legislation. The cost for photocopying is \$0.25 per page.
- Copying of photographs is possible and will involve an extra charge for the production of a negative which then remains the property of the Archives. Use of a reproduction application form is required.
- Reproductions are provided solely for private study and scholarly research and not for further reproduction or deposit in an archives, library or other institution without the written consent of the Maritime Conference Archives. The application for reproduction of material assumes all responsibility for possible infringement of copyright in the act of copying or in the subsequent use of copied materials.
- Maritime Conference Archives sources are to be acknowledged with the following information: Maritime Conference Archives: Record Group Name; Particular collection/fonds; Box and file numbers; Specific title and date of source.
- No food or drink is permitted in the Archives facilities
- Visitors are to complete a registration form on the initial visit, and on subsequent visits are to sign the daily registration book.
- There is no charge for on-site research. Donations (tax deductible) are welcome.

**Maritime Conference Archives**  
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