

Application to Conduct Research and Related Research Agreement

Minnedosa Regional Archives
Box 1966, 45 1st Ave. SE
Minnedosa, MB, R0J 1E0

Minnedosa Regional Archives ("the **Organization**") whose Records/Archives/Collections are proposed to be researched.

RESEARCHER – _____ (the "**Researcher**")

Address _____ Telephone# _____ Email _____

Records Proposed to be Researched – the records/archives/collections described in the attached Schedule A (the "**Records**")

Purpose of the Research– the limited purpose described in the attached Schedule B (the "**Research Purpose**")

Researcher's Application and Agreement – By signing below, the Researcher hereby:

1. applies to the Organization for permission to be granted access to the Records for the sole purpose of conducting research for the Research Purpose;
2. acknowledges that personal information is likely to be disclosed in the Records (with "**personal information**" being defined as any information about an identifiable individual including, without limitation, information that can be used to identify, distinguish or contact an individual, facts about (or related to) an individual, and an individual's opinions, beliefs, preferences or orientation, but excluding the name, title, business address and telephone number of an employee of an organization, and with any subsequent references to "**information**" in these terms and conditions being deemed to include personal information);
3. consents to the Organization using the personal information provided by the Researcher to the Organization in this Application and Agreement to decide whether or not to grant the Researcher access to the Records and, if such access is granted, to ensure that the Researcher complies with the following terms and conditions, as well as to ensure security of the Organization's records/archives/collections and to compile statistics, and to the Organization otherwise using and disclosing such personal information in accordance with the Organization's Privacy Policy;
4. agrees that, if such access is granted, it will be strictly on and subject to the following terms and conditions (subject only to the exceptions, if any, specifically noted in the attached Schedule D (the "**Exceptions**")):
 - a) access to the Records is granted at the discretion of the Organization, and may be withdrawn by the Organization at any time without notice for any reason whatsoever including, without limitation, breach of these terms and conditions by the Researcher;
 - b) the Researcher will comply with the rules for researchers set out in the attached Schedule C;
 - c) the Researcher will use the information in the Records to which the Researcher is granted access, as well as all information collected by the Researcher, only for the Research Purpose and not for any other purpose, and not in any manner that would constitute a breach of these terms and conditions;
 - d) the Researcher will make reasonable security arrangements to protect all such information;
 - e) the Researcher will maintain the confidentiality of all such information;
 - f) the Researcher will not directly or indirectly contact any individual to whom any of such information relates;
 - g) the Researcher will remove or destroy, at the earliest reasonable time (which may be when the information is being collected), individual identifiers from the information collected by the Researcher;
 - h) the Researcher will not disclose any of the information collected by the Researcher in any individually identifiable form (including by way of identifying circumstances);
 - i) the Researcher will not make any data or information linkages other than those expressly described in the Research Purpose;
 - j) Records which are reproduced by the Organization (or by the Researcher, if permitted to do so) may be used for purposes of private research and reference only (in relation to the Research Purpose), with no further copies being produced or distributed;
 - k) and m) omitted - written for non archival institutions;
 - l) the Researcher will notify the Organization immediately of any breach of any of these terms and conditions;
 - n) the Researcher will accept full responsibility for any breach of these terms and condition by the Researcher, and will indemnify and save harmless the Organization in respect of any damages, liabilities, costs and expenses attributable to any such breach;
 - o) the Archives may disclose the Researcher's name and contact information to any other researcher who is doing similar research;
 - p) the Organization may carry out on-site visits and such other inspections or investigations that it deems necessary to ensure compliance with these terms and conditions; and
 - q) the Organization may take such legal action as it considers appropriate in the event of an actual or threatened breach of any of these terms and conditions; and
5. confirms that the Researcher understands all of the foregoing terms and conditions and agrees to be bound by them, with exception of terms and conditions described in attached Schedule D.

Signature of the Researcher

Date: _____

Signature of Witness to Researcher's Signature

Name of Witness (please print)

Signature and Name/Title of Organization's Authorized Representative _____ Date: _____

SCHEDULE A
Description of Records/Archives/Collections Proposed to be Researched

SCHEDULE B
Purpose of the Proposed Research

SCHEDULE C
Rules for Researchers

(Imposed in order to Protect the Irreplaceable and Often Fragile Materials in the Minnedosa Regional Archives' Records/Archives/Collections)

1. No food or beverages (including water bottles) are allowed in the research room.
2. No smoking is allowed in the archives or library.
3. Notes may be taken only with pencil or portable computer – pens and other marking devices (including post-it® notes and other functionally similar marking devices) are not allowed in the research room.
4. No mark may be made on materials, and no books or other objects may rest on the surface of materials. Materials are to be examined flat on the table. Do not write with note card or paper on top of materials, lean upon, fold anew, trace or handle any material in any way that could damage it.
5. Retrieval of materials is restricted to the staff on duty. Access to material may be limited to one box at a time.
6. None of the materials that are being researched are to be left unattended at any time.
7. It is crucial that materials, both folders and individual documents, remain in the original filing order and arrangement. Only one folder from a box may be examined at a time. Please bring any misfiled items to the attention of the staff on duty, and do not correct yourself.
8. Materials must not be removed from the research room, and must be returned to the staff on duty when research has been completed.
9. You may be required to leave all briefcases, backpacks, laptop cases, purses and the like with the staff on duty.
10. Unless specifically noted in Schedule D: a) Personal scanners, copiers and cameras (video, digital, still) are not allowed in the research room; and b) Cell phones must be turned off before entering the research room, and must remain off at all times when in the research room.
11. Certain materials may only be granted access to by special arrangement.
12. Limited photocopying or other reproductions (at the Researcher's cost) may be done for researchers by the staff on duty, keeping in mind that the Archives reserves the right to refuse a reproduction request on a case-by-case basis and in its sole discretion in accordance with the Archives or any other applicable institutional or regulatory policies. No copying will occur if copying may harm the original or may violate copyright or any other restriction applicable thereto. If any photograph is to be copied, the Researcher must comply with the Archives' Policy Regarding Photographs.
13. Metal fasteners (ie staples, paper clips) may only be removed from materials by the staff on duty. Do not remove them yourself, and do not re-fasten any materials with metal fasteners.
14. Gloves are to be worn at all times in the research room if so required by the Minnedosa Regional Archives.
15. The staff on duty reserve the right to examine any items that you bring in or out of the research room, including notes that you made while in the research room.

SCHEDULE D
Exceptions to the Terms and Conditions:

SCHEDULE E
Additional Terms and Conditions imposed by Research Ethics Review Committee:
