

# City of Edmonton Archives

## RESEARCH REQUEST

DATE: \_\_\_\_\_

For staff use only: W / T PM

NAME (please print) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

Please read and sign the agreement below before proceeding to the Reference Room.

- Place your belongings such as coats, purses, bags and backpacks in the lockers provided.
- Computers are allowed but you must leave the case in your locker. Scanning devices are not permitted.
- No food or beverages allowed in the Reference Room.
- Keep your locker key with you during your visit. Leave in lock of locker upon departure.
- Take this research request form to the reference archivist.
- Pens are not permitted in the Reference Room. Use only pencil to make notes. Do not make any marks on archival documents.
- Photography can be used at the discretion of the reference archivist. Use of flash is not permitted.
- Do not leave personal belongings unattended in the Reference Room (computers, phones, etc.).
- Retrievals after 4:00 p.m. [7:30 on late Wednesday evenings] are at the discretion of the Archivist.
- All photocopy and photo orders must be paid by 4:00 p.m. [7:30 p.m. Wednesday evenings]. Large quantities of photocopying may be held over until the following business day.
- Return files and books to the reference desk when finished. Please advise the reference archivist if you need your research material placed on the hold shelf for your return visit.
- Inappropriate, abusive, undesirable, dangerous, or criminal behaviour will not be tolerated.
- Failure to abide by these rules may result in the suspension of facility privileges.

**I have read and will abide by the Rules of the Reference Room:**

**Signature:**

**Subject of research or reason for visiting the archives:**

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### Researcher Background:

- Artist
- Author
- Educator
- Genealogist/Family Historian
- Government Employee - Civic
- Government Employee - Other
- Member of general public

- Media
- Museum/Archives/Library
- Publisher
- Researcher - Professional
- Researcher - Academic
- Student (K-12)
- Student (Postsecondary)

### Type of Research:

- Building History
- Family History
- Community History
- Phase 1 Assessment
- Photo research
- Donation
- General Interest
- Other

### *Freedom of Information and Protection of Privacy (FOIP) Statement*

This personal information is being collected under the authority of section 33(c) of the FOIP Act and will be used for administration, statistical and advertising purposes. Surveillance cameras may be operating in this facility to deter and / or detect criminal activity and for public safety. The collection of recorded camera images is authorized under section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) Act. All information collected by the City of Edmonton is protected by the provisions of the FOIP Act. You may direct your questions about the collection, use, or disclosure of your personal information to the Facility Manager at 780-496-8718.

