



VPMA Reading Room Regulations

Researchers must comply with the following requirements:

1. Personal belongings, including coats, bags, briefcases and parcels, are not permitted inside the Reading Room and must be deposited at the front counter.
2. Eating, chewing gum, drinking, and smoking are strictly prohibited in the Reading Room.
3. No ink in any form may be used in the Reading Room. Only pencils, computers, and cassette recorders are permitted as recording devices.
4. Archives must not be removed from the Reading Room.
5. No more than 1 file will be supplied to the researcher at one time.
6. All archives must be handled with care. If directed by the Archivist/Curator, researchers must use the gloves provided.
7. Bound materials must not be placed face down. If directed by the Archivist/Curator, researchers must use the supports and weights provided.
8. Archival materials must not be annotated or rearranged.
9. Folding pages and using adhesive notes (e.g. post-its) is prohibited. Use the acid-free bookmarks provided to indicate items that you would like copied.
10. On request, researchers may obtain a single copy of unpublished material, or a published article, for research or private study.
11. Flash photography is not permitted, and photographs may only be taken for research or private study.
12. Researchers are solely responsible for interpreting the Copyright Act, identifying copyright owners and obtaining copyright clearance for materials they wish to publish, exhibit or broadcast.
13. Researchers must properly acknowledge the copyright owner if material is used for any purpose other than private research and study.