

Archives Reading Room Rules

Please be aware that the Archives Reading Room is under video surveillance and staff invigilation at all times. The following rules are also in place to ensure the security and long term preservation of archival materials and books, as well as the safety of our staff and patrons. Violation of these rules may result in withdrawal of Archives privileges.

- Researchers must make an appointment to view archival materials and books. Reading Room space is limited so please inform UAA staff if you need to cancel or reschedule an appointment.
- If you plan to drive and require parking, please provide UAA staff with your license plate number. This is required to avoid the vehicle being ticketed by University of Alberta Parking Services.
- Upon arrival, please present a piece of government issued photo identification (e.g. ONEcard, driver's license, passport, or citizenship card with photo) to UAA staff.
- All bags, briefcases, laptop sleeves, and coats must be placed in a locker located at the entrance to the building. A lock will be provided by Archives Staff. The Archives is not responsible for lost articles so please avoid bringing valuables to the archives.
- No food (gum and candies included) or drink is permitted in the Reading Room. There is a guest kitchen with a refrigerator, kettle and microwave available for use.
- Please do not bring pens, markers, highlighters, paper and/or notebooks to the Reading Room. UAA staff will provide pencils and coloured note paper that is easily distinguishable from archival materials.
- Please wear headphones when listening to music and avoid having loud telephone conversations when another researcher is present.
- You may bring laptops (without sleeves), phones, cameras, wallets and pencils into the Reading Room.