University Health Network Archives

Archives Terms of Use

1. GENERAL

1.1 The archives are available for use by internal and external users by appointment only.

2. ACCESS

2.1 Access is available to members of the hospital staff with hospital I.D. and to the general public with two pieces of personal identification.

2.2 Research inquiries and requests for access should be directed to the Archivist.

2.3 Appointments to use the archives will be accommodated as far as possible within existing work schedules.

2.4 Students and other users wishing to make extensive use of the archives may be asked to provide a letter of reference from an academic supervisor.

3. USE

3.1 Only pencil may be used within the archives workroom; no pens or ink are allowed near the documents.

3.2 No food or beverage are allowed near the documents or while in the archives rooms.

3.3 You may be requested to leave bags and purses in the staff area.

3.4 Please keep materials in the order that you find them.

3.5 Handle material with care; do not bend, fold, crinkle or mark them.

3.6 The user will be supervised during use of archival materials.

4. REQUESTS FOR COPIES

4.1 If photocopies or reproductions are needed, a request must be made to an archives staff person. A Copy Request form is available for this purpose. A request for photocopies or reproductions may be denied if the condition or size of the material would prevent safe copying.

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4.7 Proper citation of the University Health Network Archives is required in all presentations, research papers and publications. All audio-visual products, films and other productions that use archival material must also acknowledge use of the University Health Network Archives either in their credits or liner notes. A Guide to Citing Archival Sources is available.

5. **RESTRICTED MATERIAL**

5.1 To request access to material designated as restricted please see the procedures listed in UHN Policy 1.30.008, Access to Archival Records.

6. **PUBLICATION and LOAN**

6.1 Requests for publication or loan of archival materials shall be made to the Archives Committee. Requests for publication can only be considered for materials for which the copyright rests with the Archives.

6.2 Published and loaned material shall credit the University Health Network Archives and/or the appropriate Alumnae Association.

6.3 For proper citation and copyright responsibilities see 4.5 to 4.7.

6.4 All costs associated with the publication shall be borne by the user. The Archives may charge a fee to commercial users.

6.5 A copy of the publication shall be deposited free of charge with the Archives.