

**The United Church of Canada Archives  
Winnipeg**

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**REGISTRATION FORM**

*please print*

<b>Family Name</b>	<b>Given Name &amp; Initial</b>
<b>Home / Office Address</b> No. & Street / Box City Province Postal Code Country Daytime Phone # Email	<b>If from out of town, your temporary Winnipeg address</b> No. & Street / Box Postal Code Daytime Phone # Email
<b>One piece of identification</b>	<b>Name of university, institution or business</b>
<b>Purpose of Research</b> <input type="checkbox"/> Family / Community History <input type="checkbox"/> Student <input type="checkbox"/> Professional Researcher <input type="checkbox"/> Church / Administration / History <input type="checkbox"/> Legal Use <input type="checkbox"/> Media <input type="checkbox"/> Other (specify) _____ _____	
<p>I have read and agree to abide by the “Regulations for Researchers” (see over) governing the use of the records and facilities at The United Church of Canada Archives Winnipeg. I am aware that abuse of these regulations by a researcher may result in cancellation of registration.</p> <p>Signature _____ Date _____</p>	

“The use, retention and disclosure of personal information collected from this form is done in compliance with all applicable federal and provincial privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act* (S.C. 2000, c. 5).”

## REGULATIONS FOR RESEARCHERS

- An application for research must be completed. A disclosure agreement must be signed prior to seeing restricted or sensitive documents.
- Eating and drinking in the research room are prohibited.
- Briefcases and bags may be required to be deposited with staff. It is not recommended to leave valuables unattended in the research room.
- Retrieval of archival materials is restricted to staff.
- Use of research material will be limited to one box at one time.
- Notes may be taken only with pencil or laptop computer. With permission of staff, a camera or scanner may be used.
- No mark may be made on materials and no books or other objects may rest on the surface of the records. Do not write with note card or paper on top of documents, lean upon, fold anew, trace or handle material in any way that could damage it.
- The existing order and arrangement of unbound records must be preserved at all times. Only one folder may be used from a box at one time. If you notice any apparent discrepancy in the order of the materials please inform the staff on duty. Do not try to correct the error.
- Research materials may not be removed from the research room.
- All photocopying/scanning using archives equipment is done by staff, at cost. The decision to copy fragile materials rests with the Keeper of the Archives.
- Reproductions are supplied on the understanding that:
  - They are for specified use only; and they are not to be sold.
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