



User Agreement – Genealogical Research

All researchers using the resources of the Catholic Archdiocese of Edmonton Archives must review and complete this form annually. These guidelines are in place to ensure that researchers have access to the records that are available to them while respecting the memory of the individuals named on the records and maintaining the rights of the Catholic Archdiocese of Edmonton on which resides ownership of the sacramental registers and their digital copy.

INITIAL REFERENCE INTERVIEW

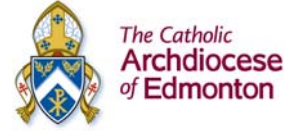
An initial conversation to give the researcher an orientation to the use of the materials, to help the researcher identify relevant holdings, and to ensure that research needs are met. It will also assist by informing the researcher of basic procedures and limitations on access. This will typically take place over the phone when making an appointment with the Archives Office.

USING THE ARCHIVAL COLLECTION

1. No food or beverage is allowed in the Archives.
2. Only notepaper, notebooks, laptops may be used at the desk. All other personal belongings including coats, purses and backpacks must be placed in lockers. Locks and keys are available from staff. Staff are not responsible for lost or stolen items.
3. Pencils and notepaper are available.
4. Please ensure that cellphones, tablets, laptops and other devices are in silent mode. Researchers are kindly asked to excuse themselves from the Reading Room if they need to take or make a call.

REPRODUCTION, COPYRIGHT AND CITATION

1. Researchers are not allowed to use personal scanners, copiers, or cameras (video, still, or digital/phone).
2. Digitized versions of sacramental registers are available for consultation on-site only. Copying the electronic file is not permissible.
3. To obtain copies of records, please fill out the form “Request for Research Copies_Sacramental Records.” Copies will be sent via Canada Post.
4. Copies will be limited to the scope of research, for example, to the names appearing in an individual’s family tree.



5. Copyright is subject to the provisions of Canada's Copyright Act (R.S.C., 1985, c. C-42).

6. The citation format for sacramental records is as follows:

Archives of the Catholic Archdiocese of Edmonton (ARCAE), Lac Ste. Anne Fonds, fonds 118, 2017/302-box 1-file 1, 1 Lac Ste. Anne including Forts des Prairies Vol. 1 Baptisms, Marriages and Burials 1842-1851.

7. Permission must be requested prior to publishing an archival record. Please speak with the Archivist for more information.

I have read, understood, and by my signing below, agree to comply with the regulations set forth above, in order to use records in the custody of the Catholic Archdiocese of Edmonton Archives.

Are you a genealogist acting on behalf of a client? Yes No

If yes, please provide a signed consent form from your client authorizing you to act on their behalf.

Name _____

Address _____

Email address _____

Purpose of research/Project Description

SIGNED and DATED at _____

Date

Researcher

SIGNED and DATED at Edmonton, AB

Date

Archives Lead