

GUIDE TO USING THE ARCHIVES OF MANITOBA 2005

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Thank you for your co-operation. If you have any questions, please ask a member of the Archives staff.

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Lockers are provided at Security for personal items. Baskets are available at the Security Desk for carry-in items (e.g. notebook computers). Coats, jackets, bags, briefcases are not allowed in the Research Room. Scanners and cameras may be permitted with prior approval.

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When working with original records, do not use pens, coloured pencils or inks of any kinds. Gloves are provided and must be worn when handling original records. Records must be handled with care. Avoid writing on, leaning on folding or bending the records and use specialized supports where provided.

Keep records in their file folders and maintain the sequence of the records within files and boxes. Bring misfiled, missing or seriously damaged records to the attention of staff.

Reproduction may be restricted where there is danger of damage to the records.

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The Archives of Manitoba reserves the right to restrict Research Room privileges.

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