
Research During Extended Hours

104 Customer
Service GuideMost Recent Update: January 2008

Extended Hours

In addition to our regular hours of Monday to Friday, 8:15 a.m. to 5:00 p.m., the Main Reading Room of the Archives of Ontario is open for these extended hours:

- **Monday to Friday: 5 p.m. to 10:30 p.m.**
- **Saturday: 10 a.m. to 8 p.m.**

Please note that during these hours, no reference or retrieval services are available in the Main Reading Room, and the Special Collections Reading Room (containing photographs, documentary art, maps and architectural records) and the Sound and Moving Images Reading Room are not open.

What You Need to Know About Extended Hours Research

Before You Come to the Archives

Prior to your visit, please visit our website (www.archives.gov.on.ca) to find out more about our collections and services. If you are planning to use original records, it is essential that you order these records in advance. Contact a Reference Archivist for assistance (see contact information below).

Access to the Building

The doors to the building are locked after 5:30 p.m. on weekdays and all day Saturday. Ring the buzzer on the wall of the building next to the doors. The Security Guard will let you in.

Registration

The Security Guard will register new researchers, monitor security, and assign lockers. In order to register as a researcher, you will need to present identification to the Security Guard.

Map of the Main Reading Room

This map will help you find your way around the Reading Room and locate the materials you need. Refer to the large map on the Bulletin Board just inside the Main Reading Room or obtain an individual copy in the Reading Room or from our website.

Bulletin Board

The Bulletin Board is located just inside the Main Reading Room. In addition to the map of the Reading Room, the Bulletin Board also contains announcements from the Archives, the Friends of the Archives, and community groups.

Research Guides and Customer Service Guides

Research Guides and Customer Service Guides can be found on our website and in paper format in the Main Reading Room. These Guides contain detailed information on many of our records and services, such as ordering copies of records, citing archival records, researching family history, looking up divorce files and estate files, etc.

Records Available to You

During extended hours, you will have access to:

- Archival records (textual only) and library material, ordered in advance, and stored in a locker or in the security room in the Main Reading Room. The Security Guard will provide access to these records. Arrangements for ordering material in advance may be made by phone, mail, e-mail, fax, or in person (see contact information at the end of this Guide). Note that no new retrievals of original records can be made during extended hours.
- Self-service microfilm and microfiche stored in the Main Reading Room.
- Reference publications from our Library that are shelved in the Main Reading Room.

Archives Website and Databases

The Archives' website is available at www.archives.gov.on.ca. The website contains up to date information about our collections and services, and includes the following databases:

- **Archives Descriptive Database (ADD):** on-line descriptions of most of our archival holdings, including both government records and private sector records.
- **BIBLION:** our on-line library catalogue. It includes most items acquired since 1990, *all* pamphlets, and many other items; retroactive cataloguing is ongoing.
- **Visual Database:** includes images of selected items from our Special Collections (photographs, documentary art, maps and architectural records).

Public Computer Terminals

Public computer terminals are available for your use in the Reading Room. These terminals provide direct access to our website and databases. You can also use them to access the world wide web for research purposes. A printer is available next to the computer terminals. To use the printer, you must purchase a copy card, available from the *Copy Card Machine* near the entrance to the Reading Room.

Finding Aids

Until such time as all of our records are described in the databases on our website, it may be necessary to make use of the paper finding aids and card catalogues available in the Reading Room. These include:

- **Finding Aids:**
 - Government of Ontario Records: blue binders (see alphabetical list on top of cabinet).
 - Private Sector Records ("fonds"): yellow binders (see alphabetical list on top of cabinet).
 - Library Material: grey binders (see alphabetical list on top of cabinet).
 - Diffusion Microfilm: green binders. These binders list the microfilm held by the Archives of Ontario acquired from other archives, such as the National Archives of Canada (see list on top of cabinet).
 - Vital Statistics finding aids (RG 80). These binders can be found at the Vital Statistics Reference Table and at other locations in the Reading Room.

- Genealogy Reference Area: Finding aids of interest to genealogists can be found here, including finding aids for Vital Statistics, Census Returns, Estate Files, and more.
- **Card Catalogues:**
 - Library card catalogue (white catalogue labels): includes catalogue entries for publications acquired up to 1990 only. Note: this catalogue is being phased out, so be sure to also check BIBLiON.
 - Archives card catalogue (blue catalogue labels): this catalogue provides access to selected records at the file and item level.

Reproductions

The Archives provides reproduction services for both microfilm and original records. For types of reproductions available, fees, turnaround time, payment policy and other information, see Customer Service Guide 105 *Reproduction Service Fees*.

- **Copies from self-serve microfilm**
Five microfilm reader-printers are available in the Main Reading Room. Copies are 25 cents per page. You may use coins or you may purchase a copy card from the *Copy Card Machine* located near the Reading Room entrance. Change is not available during extended hours.
- **Copies of original records**
If you require copies of original records, you may submit a reproduction order. The copies will either be mailed to you, or you can come back to pick them up during our regular business hours. To order copies, you must complete a *Request for Reproduction Services* form and "flag" the records you want copied. Forms and flags are available in the baskets at each research table. See Customer Service Guide 106 *How to Order Reproductions* for details. Once you have prepared your order, please ask the Security Guard to place the records you want copied in the security room, where Archives staff will retrieve them on the next business day.

Researchers are reminded that, for preservation reasons, the use of digital scanners is prohibited. Cameras, including digital cameras and video cameras, are not permitted in the Reading Rooms.

Laptop Computers

You are welcome to bring your laptop computer into the Reading Room. Electrical outlets can be found under the outer edge of all research tables, including those in the microfilm area.

Additional Services for Out of Town Researchers

- **Microfilm Interloan Service**
Approximately 15,000 reels of our most popular microfilm are available through our Microfilm Interloan Service, which enables you to borrow microfilm from us through a library or other institution that participates in the Interinstitutional Loan Service. For details, see Customer Service Guide 110 *Microfilm Interloan Service*, or visit our website.
- **Researchers for Hire**
Please note that Archives staff are unable to carry out research on your behalf. However, we do provide lists of independent researchers available for hire. See Customer Service Guide 111 *Genealogical Researchers in Ontario*, and Customer Service Guide 112 *Freelance Researchers List*.

Enquiries

If you need assistance from our staff, you may contact us by mail, phone, e-mail, or fax.

Archives of Ontario, 77 Grenville Street, 3rd Floor, Toronto, Ontario M5S 1B3
Tel: (416) 327-1600 Toll free (Ontario): 1-800-668-9933 Fax: (416) 327-1999
e-mail: reference@archives.gov.on.ca Website: www.archives.gov.on.ca

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This document may contain references to electronic links that can be activated only by using the HTML version found on the Archives of Ontario website.

This information is provided as a public service. Although we endeavour to ensure that the information is as current and accurate as possible, errors do occasionally occur. Therefore, we cannot guarantee the accuracy of the information. Readers should where possible verify the information before acting on it.

This Guide was formerly Information Handout 24.