

GEORGE SHEPHERD LIBRARY (LIBRARY) WESTERN DEVELOPMENT MUSEUM (WDM) REGULATIONS

(Note: A User is anyone who uses the Library: staff, volunteer, member of the public. A Patron applies to a member of the public only.)

The George Shepherd Library of the Western Development Museum is located in the Curatorial Centre of the Museum in Saskatoon. Its address is:

2935 Lorne Avenue
Saskatoon, SK S7J 0S5
T: 306-934-1400
F: 306-934-4467
Email: library@wdm.ca

Curatorial Centre business hours are 8:00 am to 4:30 pm, Monday to Friday. The Library is not open weekends or statutory holidays.

The Library is a non-circulating reference library, with holdings on agriculture, transportation, construction, fashion, and Saskatchewan history, among others. It serves the four branches of the WDM and the Curatorial Centre staff. It also answers public inquiries.

The Library has two goals:

- First, to preserve and maintain its reference material so that it will be available in the future to researchers.
- Second, to provide access to its collection of reference material.

POLICIES

The Library carefully regulates the use of the materials in its collection. Policies governing access to and reproduction of these materials are established by the Chief Executive Officer with the advice of the Library staff. Library policy balances the needs of users, the rights of the copyright owner, and the Library's responsibilities toward its collections.

VISITING THE LIBRARY

Due to limited staff availability, booking an appointment is required. If no Library staff are available, the Library will not be open to the public and patrons will be asked to leave and book another appointment. Patrons must leave and return Library materials when requested to do so. The Library does not have the quantity of staff available to do lengthy inquiries or research. If a patron cannot visit the Library him or herself, the hiring of an independent researcher to conduct research on one's behalf can be done; however, the Library does not provide a list of independent researchers. Patrons are asked to sign into the Museum at Reception and wait to be greeted by Library staff who will take them to a reading room.

PROTECTION OF LIBRARY USER AND PATRON PRIVACY

Library users must register to obtain access to the Library. Identification may be requested upon visiting the Library for the first time. The information on this application form is used only to record what materials the user would like for research, what materials the user has signed out, and, if necessary, will be used to identify users in the event of loss, damage, or theft of Library materials. Registration also facilitates user requests, aids in answering inquiries, tracks Library materials, and is used to prepare anonymous statistical reports. When a user or patron provides us with his or her contact information (phone, e-mail, address and/or otherwise), the user or patron grants us permission to contact him or her by those methods for Library notifications such as e-mails relating to their requests or item holds, etc.; and/or text messages notifying that an item hold has arrived, etc.; and/or RSS feeds subscribed to be sent to mobile devices for Recently Catalogued or saved lists and searches, etc. Users or patrons can opt out of these contact methods but must be aware that this will limit the services that the Library can provide. Information will not be shared outside the Library. Personal information is protected under the *Freedom of Information and Protection of Privacy Act*.

I prefer to receive Library notifications by (please circle order of preference):

E-mail = preference 1 or preference 2; email address: _____

Text message = preference 1 or preference 2

For text message, please indicate mobile carrier/SMS gateway: _____
and mobile number: _____

REGULATIONS

1: Library material is non-circulating and will be delivered to a reading room. A WDM staff member will supervise users at all times. Library materials cannot leave the Curatorial Centre. Material should not be left unattended. Removing material without permission from the WDM, or damaging WDM material, is a serious matter and the Museum will take whatever steps are necessary to deal with theft and/or vandalism. If a patron must leave for any reason, Library staff must be informed. Reservations or renewals for Library materials for another visit can only be done by Library staff who must be informed.

2: All requests to access Library material must be made in advance of the user's appointment. Then, Library material may be requested in advance using the online PAC (Public Access Catalogue), by phone or by e-mail. Before leaving the Library, all items may be examined. Library staff must be informed of any damaged, misplaced, or missing parts of Library material.

3: The stacks are closed to patrons. Browsing is not permitted.

4: For the protection of Library materials belongings are to be left behind at the front desk or in the lockers provided. The WDM cannot be held responsible for lost, stolen or damaged items belonging to patrons. No smoking, eating, or drinking is allowed in the Library. The following are not acceptable: baggage, briefcases, purses, computer bags, binders, folders; overcoats, hats, umbrellas; lotions or creams, perfume or deodorant, or other scents; animals, excepting properly trained assistance guide dogs; any adhesives, rubber elastics, fasteners, blades or other cutting devices, pens, highlighters, ink, etc. Items which the WDM considers may be harmful to the material or amenities, or which could be inconvenient to others, will not be permitted. Scrap paper and pencils are provided. A personal computer without a camera is permitted.

5: No devices of any kind that can produce reproductions are allowed into the Library. This includes film cameras, digital cameras, smartphones, iPhones, iPads, BlackBerries, Android devices, cell/mobile phones, scanners (portable or otherwise), scanner pens, dictaphones, tape recorders, digital recorders, or any kind of device that can make a reproduction. In addition, making a tracing of any Library material is not permitted. Reproduction request forms are available to indicate item title, author, pages needed, etc. To mark a page in a book or pamphlet or a photograph, please write the page number or photograph number on the form provided. If there is no page number, use a slip of scrap paper and place it on the page to be copied. Mark the scrap paper with a pencil only.

6: No verbal or physical abuse will be tolerated.

7: The limit of material offered to patrons is 25 items. All Library materials must be signed out and processed through the Library circulation system.

8: Care must be taken when handling materials. Marking or erasing existing marks is not allowed (including folding or dog-ears). Only pencils can be used for taking notes which cannot be done on the material itself. Accidental ink-marks can occur and marks from pens cannot be removed from materials without damaging them. Do not attempt to remove markings or fasteners of any kind (i.e. staples, elastics, paper clips, etc.).

9: Library material must not be re-arranged. One file should be used at a time. Tapping folders down can damage Library material so please straighten manually. Pressing down on Library materials can damage them so please refrain from doing so. Most pamphlet material is held in acid-free file folders. Please keep the file folder with the material as the call number is recorded on the folder. Print copies of images are held in archival envelopes. Please do not remove the photograph from its envelope as the call number is recorded on the envelope.

10: The Library is not equipped with computer terminals for patron use.

11: The Library considers requests for reproduction or copying of materials on a case-by-case basis. The Library will not reproduce or copy any materials that might be damaged by the reproduction or copying process, nor will it reproduce or copy an entire collection. No materials may be reproduced that have had copying restrictions placed on them by purchase agreement, donors, depositors or by the WDM Library itself for preservation, processing, or other essential purposes. Generally, the Library provides research copies under the Fair Dealing and other provisions of the *Copyright Act*. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose without the written permission of the Library.

All reproductions are done by staff as staff time allows; orders are processed on a first-come first-served basis as staff time permits. Rush orders (done within five business days, starting on the first business days after the order is placed) are subject to a \$50 surcharge. For charges, please see **Rights and Permissions Fee Schedule** document.

For digital copies, the Library makes no guarantees about the quality of the scan, and is unable to make any enhancements or adjustments to brightness, contrast, etc.

The name “Western Development Museum Library, Saskatoon” or “Western Development Museum” or “George Shepherd Library” cannot be used in any manner which creates any false association between the patron and the materials of the Library, and/or WDM, or that incorrectly implies any sponsorship or endorsement by the WDM Library or any third party rights owners.

COPYRIGHT AND OTHER RIGHTS RELATED ISSUES NOTICE

It is the responsibility of the patron to be aware of copyright and other rights related issues such as trademark, privacy, publicity rights, or other interests not owned by the WDM Library. As such, some material may not be available for publication purposes. The WDM Library does not claim to control the rights for reproduction of all materials or images in its collections. While the WDM Library may own the materials in its collections, the Library does not own the copyright to some of these materials unless they have been explicitly transferred to the Library. In

accordance with the *Copyright Act of Canada* and its regulations, any copy of a work provided by the WDM, for any purpose (to publish or otherwise reproduce or distribute Library material), may require authorization of the copyright owner of the work in question. The identification and location of rights owners can be difficult. The Library will not research the existence or whereabouts of rights holders for public inquiries. If the Library does not clearly hold the copyright to an item, the Library cannot grant permission to reproduce that material. Where there is any question or uncertainty as to the copyright status or who the copyright owner is, the Library item will not be reproduced. Requests to copy Library material constitute an agreement that the patron will not reproduce, transfer, distribute, share, broadcast, publicly display, offer or duplicate for sale or rent, or subsequently or otherwise use or publish any material subject to copyright, or a portion thereof, in excess of fair dealing as defined by the *Copyright Act*, without the express permission of the copyright owner. In obtaining a reproduction or copy from the Library, WDM, the patron *assumes all responsibility* for addressing and determining whether any permissions relating to copyright, privacy, publicity, trademark, or any other rights are necessary for his or her intended use, and for obtaining all required permissions.

DISCLAIMER AND INDEMNITY

The patron is responsible for being in compliance with copyright and other rights-related issues, libel, privacy legislation, and any other laws. The user agrees to not use Library material in a way which would infringe the rights of others. The WDM Library does not accept any responsibility for a user's unauthorized use of Library material. While credit may be given to the WDM Library, the Library is not to be in any way affiliated with a user's use of a reproduction or copy which it does not endorse. In receiving a reproduction or copy from the Library collection, the user *assumes all responsibility for infringement of copyright or other rights* in his or her use of the material as well as the publication rights of reproduced materials. The user will defend, indemnify, and hold harmless the Library, the WDM, its board, officers, agents, students, employees, volunteers from and against any and all liabilities, losses, damages, demand, penalties, costs, expenses, attorneys' fees, disbursements and other professional fees, lawsuits, fines, judgments, or causes of actions, including but not limited to claims relating to infringement of copyright, trademark, invasion of rights of privacy or publicity, or libel or any other legal or regulatory cause of action that arises either directly or indirectly from any use by the requester of the images or materials provided by the WDM Library or its employees.

I have read, understood and agree to abide and comply by the Regulations of the George Shepherd Library of the Western Development Museum, as listed above. I certify that the information provided by me herein is correct. I accept these Regulations by clicking, signing, or otherwise indicating my agreement. Failure to comply with these guidelines may result in the suspension or termination of my access to the Library.

Name (please print):

Signature (please write):

Date:

These Regulations may be revised periodically.

March 22, 2017