



RESEARCH AGREEMENT GUIDELINES GEORGE SHEPHERD LIBRARY WESTERN DEVELOPMENT MUSEUM CURATORIAL CENTRE

The primary research function of the George Shepherd Library is to provide information for the collection, exhibits, programs and promotions of the Museum, in accordance with its objectives. The Museum recognizes its responsibility to share its research information and collections with the public and related agencies and thus will on occasion make its collection available to researchers under certain conditions. The terms and conditions for sharing this information are outlined in the Museum's *Research Policy* (in revision) and the *Collections Policy*. The Library does not have the resources to assist with lengthy research inquiries. The Library reserves the right to impose reasonable limits on the amount of material that can be accessed by one user at any given time.

Requests for image reproduction and photocopying should be made in writing and completed electronically with Museum staff. No visit to the curatorial centre is required. Information on ordering digital image reproductions and photocopying is available in the *Rights and Permissions Fee Schedule*. **The Library limits the digital reproduction of images to 19 per user, per calendar year.** All requests for image reproductions must be approved by Museum staff as per a *Terms of Use and Licence Agreement*. Not all images in the WDM collection may be reproduced due to copyright or condition. Limits on photocopying for research purposes are guided by the *Copyright Act*, fair dealing principles and staff availability. A research agreement is **not required** for digital image reproduction only for in-person research.

To apply for access to the Library collections for in-person research, all users must take the following steps:

1. Search the online catalogue at <http://wdm.ca/library/index.htm> to confirm we have material that you require. It contains all the catalogued material that is available for public consultation. Uncatalogued material is not available for public consultation. The Library has the right to restrict material in its collection to ensure its preservation as mandated by the *Western Development Act* and related policies.
2. Register to use the George Shepherd Library by completing the online registration form available here: <http://library.wdm.ca:8086/onlineBorrowerRegistration.html>

3. Review the current *Rights and Permissions Fee Schedule* for image reproduction and photocopying services available here:
http://wdm.ca/library/WDM_Library_PhotoReproductionFeeSchedule.pdf
4. Submit a **Research Proposal** in writing to the Library at the mailing address above or by email to library@wdm.ca for approval that should contain the following information:
 - a. Complete contact information;
 - b. The user must demonstrate they are a *bona fide* researcher, belonging to a university or college, government department, school board, consultant firm, historical society, museum, library, archives or similar institution. This may require a letter of referral from a supervisor;
 - c. That access to the George Shepherd Library collections is necessary for the completion of the project and that material is not available elsewhere, including a list of other libraries, archives, museums and historical societies that have been or will be consulted;
 - d. A detailed description of the research project for which the proposed research is related, a brief bibliography and the intended outcomes, i.e. publication potential, conference presentations, etc...

WDM staff will strive to inform the user in writing within **five (5)** business days (dependent on staff availability) if their request has been approved and will schedule an appointment for viewing the material at the curatorial centre. Appointments will be limited to **two (2)** hours per week (dependent on staff availability). Users will be permitted **three (3)** month's access for their research project at which time a new proposal will need to be submitted and reviewed. Each unique research project requires an agreement.