

Yarmouth County Museum Archives Guidelines

These guidelines have been put in place due to the Covid-19 pandemic and will be reviewed and adjusted as necessary

Hours of operation for the Archives

The archives will be accessible by appointment only. Appointments must be made at least 24 hours before the requested date.

Archives will be open Tuesday to Saturday, 9:30am -12pm and 1:15pm – 5pm.
(Last appointment time that we will book is for 4pm)

To book an appointment you may contact us by email at ycarchives@eastlink.ca or by phone at 902-742-5539.

When visitors arrive for their appointment, they are asked to come to the side door at the front of the museum (where the ramp is located) to enter the archives.

Protective equipment

The archives will provide the following:

- Gloves (must be worn at all times while handling archival material)
- Hand Sanitizer (must be applied upon entering the archives)

*Masks (will not be provided while in the archives but individuals may wear their own)

Social distancing

We have reduced the amount of individuals permitted in the archives at any given time. To ensure social distancing guidelines are met, a maximum of 4 researchers will be allowed in the archives at once. In addition, workstations have been separated and we ask no groups larger than 2 people come in together.

What to know when visiting the archives

Before visiting **ALL** individuals must email or call the archives to determine the availability of space. If individuals arrive without calling, the front desk attendant will contact the archives to determine availability of space.

*During the email or phone conversation with the individual, it will be determined if there is a need for them to come in. On many occasions the archives' staff will be able to conduct research for the individual and send the results digitally.

*If it's determined the individual must come in the archives, an appointment will be made and the individual must let staff know at least 24 hours in advance the material they would like to look through. The material will be taken out to reduce retrieval times.

Photocopy requests will be given in digital scans as much as possible (even when a researcher is in the archives). Physical photocopies will be limited.

Archives' computers will be restricted to staff only. Visitors may bring their own laptops for research purposes. *There will be two exceptions: the use of the microfilm and using ancestry.ca (This station will be cleaned after every use).

Contacts

Email: ycarchives@eastlink.ca

Phone: 902-742-5539

Website: www.yarmouthcountymuseum.ca

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Researchers must bring their own pencils, erasers, paper or other materials to help with recording their research.

Handling of cash will be limited. Individuals will be able to pay through the Front Desk terminal with Debit, VISA or MasterCard.

All documents handled by researchers must be handled with gloves.

Prices for services

Genealogical research

\$20/hr (minimum of 1 hour) for non-members, \$15/hr (minimum of 1 hour) for members

Scans/photocopies only for documents: \$.25/page + \$5.00 service charge

Scans/photocopies only for photographs: For personal use: \$.25/photo + \$5.00 service charge. For commercial use: Dependent on use, speak with Archivist

Quick look-up (takes up to 20 minutes, longer will be moved over to genealogical research fees): \$5.00

Cleaning

The archives will follow all cleaning guidelines dictated by NS Government. The archives will be cleaned before opening, in the afternoon and at closing time. Cleaning will also be done after every visit.

All handled documents will be quarantined for 24 hours. If an incident occurs where gloves are not used, the material will be quarantined for 9 days.

Donated items

If an individual wishes to donate material to the archives, they must contact us beforehand to arrange an appointment for transfer. No drop-off donations.

All donated items will be quarantined for 9 days.

Note: Guidelines will be adjusted as circumstances change.

Lisette Gaudet, Archivist, YCM&A

May 27, 2020

Contacts

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