

## **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**

### **During your visit**

Proof of vaccination card (and a valid photo ID) will be asked for at the time of your arrival at the archives.

A mask will be mandatory at arrival, but can be removed once you are seated (a mask must be worn when walking around).

*\*Note: If you do not have proof of vaccination, we are able to conduct your research for you and send you digital copies of found material.*

### **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 1pm – 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](mailto: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, individuals must wear their own)

### **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.

### **Contacts**

**Email: [ycarchives@eastlink.ca](mailto:ycarchives@eastlink.ca)**

**Phone: 902-742-5539**

**Website: [www.yarmouthcountymuseum.ca](http://www.yarmouthcountymuseum.ca)**

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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).

**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.

### **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: .35¢/page (for non-members), .25¢/page (for members)

Scans/photocopies only for photographs: For personal use: .35¢/page (for non-members), .25¢/page (for members).

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.

Note: Guidelines will be adjusted as circumstances change.

Lisette Gaudet, Archivist, YCM&A

October 1, 2021

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