

**The following document is a working draft of guidelines for re-opening the Yarmouth
County Museum Archives**

***Based on NS Government and Association of Canadian Archives' guidelines**

***Guidelines will be adjusted as the situation changes**

Hours of operation for the Archives

9am–12pm: If any individuals visit the archives, cleaning must be done immediately after they leave.

12pm-1pm – Lunch (Closed)

1:15pm – 5pm – If any individuals visit the archives, cleaning must be done immediately after they leave.

Protective equipment

The archives will provide the following:

- Gloves
- Hand Sanitizer

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

-Staff will wear their masks at all times while visitors are present.

Archives layout

There will be 3 designated work stations. These will be spaced apart for researchers to work safely.

Visiting the archives for visitors, directors, volunteers

**Volunteers/directors wanting to do research*

The goal of this is to have a limited amount of people in the archives at any given time.

There will be 3 designated work stations for a maximum of 4 people in the archives at a time - 2/3 researchers + 1/2 employee(s).

Before visiting **ALL** individuals must call or email 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 initial conversation with the individual the archives will determine if they will need to come in or if we can conduct their research for them. Charges for services will be determined based on the research requests. *Having the archives' staff conduct research will be strongly encouraged. If it is found that individuals have to come in, an appointment will be made. Requested material must be sent to staff at least 24 hours before appointment. All requested material will be taken out by staff before the appointment time.

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 computer workstation 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 asked to pay through our Front Desk terminal where we accept Debit, VISA or MasterCard.

All visitors must sanitize their hands before touching the research material.

Prices for services

If visitors are unable to visit the archives, these are our prices:

Genealogical research

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

Scans/photocopies for documents: \$.35/page + \$5.00 service charge

Scans/photocopies for photographs: For personal use: \$.35/photo + \$5.00,

For commercial use: Dependent on use. Speak with archivist.

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

Signage

Guidelines will be clearly displayed throughout the archives

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