

## Archives Access Policy

Artex-te's archives are accessible on-site and during regular opening hours.

Researchers are required to make an appointment in advance to consult the archives. Artex-te staff will respond to access requests within five business days.

Access to documents in the archives respects the restrictions established in the donors' agreements with Artex-te.

Researchers may consult one file at a time, and take notes using pencil.

It is not permitted to:

- Eat or drink in the research area
- Write or use an eraser on archival documents
- Remove archival documents from the research area
- Use stickers on the documents
- Photocopy, photograph or scan documents without prior permission

Please inform staff of:

- Any requests to photocopy or to reproduce documents
- Any deteriorating, damaged or torn documents

Due to the fragile nature of the documents, all reproductions must be executed by a staff member.

### Citations

When citing documents from the archives, please identify the archival *fonds* and collection.

Example 1 : *Fonds Les Ateliers d'Animation Photographique du Québec (LADAP). Artex-te Collection © Les Ateliers d'Animation Photographique du Québec (LADAP).*

Example 2 : *Fonds Obscure. Artex-te Collection*

I have read and accept the terms of the <i>Archives Access Policy</i> .		
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Name (block letters)	Signature	Date (dd/mm/yy)