



Due to the COVID-19 pandemic, these guidelines have been put in place for the protection of our students, staff, and faculty. The guidelines will be reviewed and adjusted when required.

Acadia University buildings remain closed to the public until further notice.


 Access to Archives & Special Collections is by appointment only.


 Request an appointment through our website.
(<https://library.acadiau.ca/archives.html>)

 Before your appointment, researchers may expect to undergo an in-depth consultation with a staff person to determine the researcher's needs. Staff may be able to conduct the research and report back on the results during the booked appointment.


 Staff may perform research for the following groups during a booked appointment:

- current Acadia students, staff, and faculty. This is a free service;
- pastors with church records in the Atlantic Baptist Archives. This is a free service;
- office staff of the CBAC. This is a free service;
- the public. This service will be provided on a case-by-case basis. The first 30 minutes are free. After 30 minutes, there is a \$20CAD flat rate, due in advance of the research being performed.

 For all groups, "Copy and Scan" charges may apply (<https://library.acadiau.ca/archives/copy-scan-material.html>).

 Visiting researchers should expect to:

- come to the appointment only if they are well;
- come alone. If a group is necessary, groups can be no larger than three;
- wash their hands in the sink provided before and after using collections;
- always wear a mask while in the Kirkconnell Room, even when seated;
- maintain physical distancing. Only three researchers are allowed in the room at once;
- keep their research visit to the duration of the booked appointment;
- take digital photos of material for research purposes rather than request reproductions;
- bring their own pencils (not pens), erasers, paper, or other items to help with their research. These items will not be provided by Archives & Special Collections.

 A hold shelf service is available for researchers who book an appointment within three days of their visit.
Donations are being negotiated on a case-by-case basis; external donations are temporarily suspended.

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