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RULES FOR USE OF MATERIALS

1. Users must fill out a research application.
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3. At each visit, users must register, and fill out a form for request of materials.
4. Researchers will be provided with a maximum of two boxes per request.
5. All materials must be consulted in the reading area only.
6. Extreme care must be exercised in handling all materials. **Use pencil only.** Do not write in the documents, and do not write over them. Archival material must not be marked, torn, cut, or folded.
7. Personal belongings must be left in the cloak room. Take to the reading table only those materials needed for research or study.
8. Eating and drinking are prohibited at all times. Please avoid disturbing other researchers.
9. Unprocessed material, i.e., records which have not been brought under control through arrangement and description, will not generally be made available to researchers.
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12. It is required that the Archives of Laurentian University be identified as the source department.

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I, hereby, authorize the staff of the Laurentian Archives to provide my name to other researchers, if asked, who have the same topic research interest. Yes _____ No _____