Black Studies Center (BSC)

Archives Rules Book
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Reading Room Rules

User rules

To ensure the long-term preservation of archival documents, it is important to follow the rules listed below.

1. Leave coats, parcels, briefcases, and other similar belongings at the coat rack. Just keep what you need to take notes. Electronic devices are allowed.
2. No food or beverages allowed.
3. No documents are to be removed from the research area.
4. Use pencils only.
5. Do not film, photograph or copy documents with your own equipment (laptop, cell phone and camera).
6. Do not annotate or dirty documents.
7. Use only one box at a time.
8. Maintain order; do not mix or reclassify documents.

Copying is done by the staff and within the limitations of the Copyright Act.

Report any accident or damage to a document to the staff immediately.

Handling of documents

- Be sure your hands are proper. Wash your hands and correctly dry it before handling documents
- Handle the enclosure or the container rather than the documents.
- Do not lean on documents or archives boxes.
- Do not place your note pad or electronic equipment on top of documents.
- Replace documents you are not using into file folders and boxes.
- Realign papers manually before returning the file folder to a box.

See the web site of the Canadian Conservation institute for more handling details: https://www.cci-icc.gc.ca/resources-ressources/index-eng.aspx
Using the Archives

Please note that a delay of 24 hours may be necessary to make the materials available. Please contact the Black Studies Center (BSC) to ensure that the materials you are requesting is easily accessible before you come to do your research.

Using the Archives

- Archival documents must be consulted on site, in conformity of the BSC reading room rules.
- Also provides limited access by infobsc@bellnet.ca. Please note that requests will be answered within 5 business days. Users will be informed if any additional delay is necessary.
- Most of our holdings are available. However, please note that some documents are restricted because they contain personal, libelous, or defamatory information, or because a donor has requested a restriction for a specified period of time.

See the web site of the Canadian Conservation Institute for more handling details: https://www.cci-icc.gc.ca/resources-ressources/index-eng.aspx

Area of specialization

The Black Studies Center collects, processes, preserves, and provides access to private archival fonds and collections which are related to the history of Blacks, specifically of the history of Blacks in Montreal, Quebec and Canada.

Planning a visit

The BSC archive center is located at the 3333 Cavendish blvd Montreal, Room 340. He is open to researchers, students and the general public.

Personal of the BSC is available to assist researchers in person. The visits will be more productive if an appointment is taken. You can do that by emailing infobsc@bellnet.ca.

It’s important that all researchers come to the archive of BSC with good background information and a clear idea of their research project.

Before coming to our department, please consult the reading room rules.

Copying
Before ordering copies, please consult our price list.

Users are not permitted to copy documents with their own equipment.

The BSC staff does all copying.

Some material is fragile and may not be copied.

All copying must be done within the limitations of the Copyright Act. Researchers are responsible for securing copyright clearance when required.

The BSC reserves the right to limit the number of copies.
**How to handle documents**

**DO...**

- handle all archival materials with care and attention.
- remember that archival materials are physical objects which must be protected, as well as being sources of information.
- find safe alternatives to special care and handling problems which will not endanger your archival materials.
- use reference works or ask for help when you are not sure how to proceed safely.
- take special care and attention and know what you are doing when handling fragile, rolled, or folded documents.
- handle enclosures rather than documents whenever possible.
- make sure that all items are put back into enclosures and into the stacks as soon as possible to reduce exposure to light.
- use documents flat on a table, and not piled on top of one another.
- wear gloves when appropriate and at all times when handling photographs which are not in mylar sleeves.
- maintain original order carefully.
- use permanent paper markers to indicate where items were removed or where photocopying is to be done.
- realign papers in folders before returning a file folder to a box. Do this manually, not by tapping the folder on a table.
- use copies rather than original documents (when copies are available).
- handle all bindings carefully.
- handle oversize materials only when they can be fully supported. Get assistance if necessary to handle oversize material.
• use only a soft black pencil for annotations on documents, only when such annotation is essential.

• use only pencils around or on archival materials.

• ensure that archival materials are in appropriate enclosures.

• take special care to find the appropriate storage enclosure for unusual or off-size materials.

• verify that the storage practice for unusual items like leather, fabric, metals, wood, etc. are appropriate.

• return all archival materials to the stacks at night.

• act promptly if you find moisture, mold, mildew, or insects anywhere in or adjacent to archival collections.

• add special information to the file if you find unusual damage or deterioration in archival materials.

• close all file cabinet drawers before leaving the office at the end of the day.

• keep all food in the Archives in tightly sealed containers.

• clean up carefully after lunch.

• make sure that all food garbage is removed from the Archives every day.

• wash your hands frequently when handling archival materials.

• enforce the handling room rules to the researchers. They are there for the long term protection of the documents in our care. Explain to researchers why they must follow certain preservation practices.
**DON’T ...**

- have food or beverages on or adjacent to archival materials.
- keep any loose food in the Archives. All food supplies must be in tightly closed tins.
- handle a rolled, folded, or otherwise vulnerable document unless you know how to proceed
- handle photographs without mylar sleeves unless you are wearing gloves.
- handle phonograph records without wearing gloves.
- lean on documents, pile them on top of each other, or use them to prop things up.
- pile archives boxes on top of each other. If you must, pile them no more than two boxes high.
- leave archival materials unnecessarily exposed to light. Replace material as quickly as possible into the storage enclosure(s) and then into the stacks.
- return file folders to boxes without ensuring that the papers are arranged neatly within the folder and do not go over the edge.
- use an enclosure which is too large. The document(s) will move around within the enclosure and can become damaged.
- overfill or underfill a box.
- leave the door to the stacks open unnecessarily.
- use any kind of adhesive tape or sticker on archival materials.
- use "post it" notes on archival materials. They leave a residue.
- allow researchers to have more than one box in use at any one time. This could lead to misfiling of documents.
- use hand lotion on your hands, unless you wash your hands before handling archival materials.
- use dark nail polish.
- lick your finger to switch pages.
Some specifications

***All the information are from de Canadian Conservation Institute (CCI)***

Books:

“There are easy ways to treat books properly: Instead of turning down page corners, use a bookmark. Turn pages by the top corner. Turning from the bottom edge can cause tears if the paper is weak. Tucking old newspaper clippings in books will also result in stains. Try not to open a book beyond its natural opening.

Here are some suggestions for avoiding damaging book bindings: When removing a book from a shelf, hold it firmly by the centre of the spine and ease it from the shelf. This can be done by gently pushing the books on either side slightly back so that the spine is more easily grasped. Avoid pulling out a book by the top of the spine (headcap). Use both hands when removing large or heavy books from a shelf. And, if you want to remove a volume from a stack of books, start at the top and not by pulling out one from the middle of the pile.”


Paper documents and News Paper Clippings:

“Wear clean white cotton gloves when handling old documents, and be very careful because these gloves will likely reduce dexterity. Alternatively, wash and dry hands immediately before handling objects. Carry vulnerable papers on a slightly larger support such as a folder.

Do not use tape, glue, paper clips, or staples on valuable papers. The damage caused by these items over time is difficult, if not impossible, to repair.”

Photographic print:

“The best way to store prints is in clear Mylar (plastic) envelopes or acid-free envelopes or boxes. Write any inscriptions on the storage envelopes or along the borders or back of the print, using HB pencil (ballpoint or felt-tipped pens can bleed through the paper and damage the image)…”

Do not display photographs in direct sunlight or under bright lights, and keep them away from heat vents and damp locations.”


Negatives:

“Negatives can be easily damaged. To prevent scratches or other damage, wear lint-free cotton or nylon gloves when handling unsleeved negatives, pick them up by the edges, and never fold them or leave them unprotected. This will also avoid fingerprints.”


Textiles:

“Careless handling is one of the greatest causes of unnecessary damage to textiles. However, it is perhaps the easiest to prevent. The best advice is to handle textiles with care and avoid over manipulation. It is a good idea to wear white cotton gloves when dealing with historic or important pieces. Also remove jewellery such as rings, bracelets, watches and dangling necklaces that might snag the threads of a textile. Textiles are flexible and do not retain their shape, so provide a solid support before moving them. Get help before attempting to move large, heavy carpets and oversized wall hangings. Be sure your textiles are clean and dry before you store them in a cool, dark, dry location with good ventilation. No basements or attics, please!

Polyethylene plastic and acid-free cardboard boxes are fine for storage. So is acid-free tissue paper or pre-washed unbleached cotton muslin when used as a box liner, packing material or dust cover. At all costs, avoid regular paper, cardboard, wood and wood products and adhesives such as urea-formaldehyde, which emit damaging acids. Also, do not use plastic garment bags (such as the ones provided by dry cleaners) because there is no air circulation (which can encourage moisture to build up); they offer no protection from light; and they are typically made of a non-recommended plastic.”

For more handling information go on the web site of the Canadian Conservation Institute.

Policy on the on the acquisition of archives

Scope
- This policy governs the acceptance of gifts or the purchase archival fond by the Black Studies Center (BSC).

Purpose
- The objective of this policy is to be sure that there is a procedure to consider the acquisition of archival materials by the BSC.

Policy
1. The BSC will acquire archival materials:
   - That are consistent with the history of Blacks, more specifically Blacks in Montreal, Quebec and Canada. They can come from natural or legal persons.
   - When terms and conditions of the donation can be negotiated with mutually acceptable terms.
   - Because the Black Studies Center (BSC) is a not-for-profit organization and because he has a charitable status, the gift and legacy are the acquisition modes recommended.

2. When archival materials are offered to the BSC for purchase or as a gift, the matter will be referred to the administrator.

3. The administrator will review the proposed acquisition to ensure that there is a need for the acquisition of the archival materials

For more information:
infobsc@bellnet.ca
Black Studies Center
3333 Canvendish Room 340
Montreal H4B 2M5
## Sign in register

<table>
<thead>
<tr>
<th>Date YYYY/MM/DD</th>
<th>In</th>
<th>Signature of the visitor</th>
<th>Signature of the responsible</th>
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Fees Policy

***These numbers are based on others archival center fees.***

<table>
<thead>
<tr>
<th>Printing and photocopy fees</th>
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<tr>
<td>Format</td>
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<td>8.5” x 11”</td>
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*Prices mentioned above are per copy.

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<th>Scanning fees</th>
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<td>Low resolution - 300 dpi or lower, format: .jpg</td>
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<tr>
<td>High resolution - 600 dpi and higher, format: .jpg, .tiff, .png</td>
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</tbody>
</table>

*Prices mentioned above are per image or per document page.

<table>
<thead>
<tr>
<th>User fees</th>
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<tbody>
<tr>
<td>Use</td>
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<tr>
<td>Scholarly publication and exhibition</td>
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<tr>
<td>Commercial publication (book, magazine)</td>
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<tr>
<td>Audiovisual use, film production and other commercial use</td>
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An image use agreement must be signed.
<table>
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<tr>
<th>Other Fees</th>
<th>Price</th>
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<tbody>
<tr>
<td>Reproduction of audiovisual documents (film or sound recording)</td>
<td>$ 1 / minute* (I am not sure if we have that type of documentation)</td>
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<tr>
<td>CD or DVD</td>
<td>$ 1 each (Do we offer the possibility to save documentation on CD or DVD?)</td>
</tr>
<tr>
<td>Shipping fees</td>
<td>$ 1 / envelope + Canada Post shipping fees</td>
</tr>
</tbody>
</table>

An image use agreement must be signed.