



## Special Collections and Rare Books Research Agreement

### Purpose of the Research Agreement

This form is used to request access to and authorize disclosure of records in any format under the control and custody of Simon Fraser University Library for research or statistical purposes. The records may contain personal information that serves to identify an individual, and to which exceptions apply under British Columbia's *Freedom of Information and Protection of Privacy Act* [RSBC 1996] CHAPTER 165 and *Personal Information Protection Act* [SBC 2003] CHAPTER 63, or access restrictions as stipulated in a deed of gift, donation agreement, or Simon Fraser University Library policy.

### Collection Notice

Simon Fraser University Library is committed to protecting the privacy of researchers. The information on this form is collected under the authority of the *University Act*, RSBC 1996, c.468. It is related directly to and needed by the Library to provide you access to records containing third party personal information. The information will be used to make a decision about your application and, if approved, to ensure your compliance with the terms and conditions of the Research Agreement.

### Identification of Researcher

**Full legal name** \_\_\_\_\_

**Street address** \_\_\_\_\_

**City / town** \_\_\_\_\_ **Province** \_\_\_\_\_

**Country** \_\_\_\_\_ **Postal code** \_\_\_\_\_

**Tel.** \_\_\_\_\_ **Email** \_\_\_\_\_

*If researcher is an employee of a university or other institution*

**Institution** \_\_\_\_\_

**Department** \_\_\_\_\_

**Position title** \_\_\_\_\_



### Special Collections and Rare Books Research Agreement

*If researcher is a student*

**Institution**

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**Department**

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**Name of instructor / advisor**

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**Instructor / advisor's telephone #**

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**My research is for:**

historical purposes

another purpose (describe) \_\_\_\_\_

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**and is intended for:**

personal use       use by another individual (name) \_\_\_\_\_

use by a company/organization (name) \_\_\_\_\_

**Brief description of project:**

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#### Records requested

Access to and permission to use the records described as (attach a separate sheet if necessary)

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is hereby granted from \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_



## Special Collections and Rare Books Research Agreement

### Terms and conditions of access

Access to and permission to use the records described above is **subject to the following terms and conditions:**

1) The following types of information are restricted under British Columbia's *Freedom of Information and Protection of Privacy Act* and *Personal Information Protection Act* and shall not be used in such a way as to permit identification of individuals or families (for additional information, please consult the relevant Act):

- a) **An individual's age, sex, marital status, race, religion, home address or phone number;**
- b) **Information about an individual's health care history, including a physical or mental disability;**
- c) **Information about an individual's education, financial, criminal or employment history;**
- d) **Information contained in communications between lawyers and their clients.**

Exceptions to this rule will be made only with the prior written consent of the Library.

2) I understand that I am responsible for maintaining the security and confidentiality of all such information found in or taken from these records

3) I further agree to maintain the security and confidentiality of the following types of information (*to be completed by Library staff*): \_\_\_\_\_

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4) Reports, papers, presentations, theses, or any other works that describe the results of the research undertaken will be written and/or presented in such a way that no link can be made between any restricted information found in the requested records and information that is publicly available from other sources. Exceptions to this rule will be made only with the prior written consent of the Library.

5) The Library has the right to review a draft of the product of my research (paper, article, manuscript, etc.) before publication or release to ensure compliance with the terms of the agreement.

6) Any copies of restricted records containing restricted information will be destroyed as soon as the information contained in the records is no longer required for the purposes of this research project. Destruction of the copies will be carried out in a manner which ensures that the information contained in them will not become available to any other person.

7) Access and permission to use may be withdrawn by the Library at any time without notice.

8) A reference check may be required to access some collections. In such cases, *Schedule 1: Reference Information* must be completed before access is granted.



## Special Collections and Rare Books Research Agreement

I agree that I am bound by the terms and conditions contained in this agreement and, as applicable, British Columbia's *Freedom of Information and Protection of Privacy Act* [RSBC 1996] CHAPTER 165 and *Personal Information Protection Act* [SBC 2003] CHAPTER 63, donor agreements and the University's policies and procedures relating to the confidentiality of personal information.

### Applicant

Name: \_\_\_\_\_

(please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### The Library

Name: \_\_\_\_\_

(please print)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Special Collections and Rare Books Research Agreement

### SCHEDULE 1: REFERENCE INFORMATION

**Name** \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Mailing address** \_\_\_\_\_  
\_\_\_\_\_

**Email address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

*If applicable:*

**Institution** \_\_\_\_\_

**Department** \_\_\_\_\_

**Position title** \_\_\_\_\_