



## The Corporation of the Township of Wellesley

### Research Application and Agreement

I \_\_\_\_\_ agree to the following requirements in order to have access to the historical records of The Corporation of the Township of Wellesley:

1. The reason for using the records must be described and approved by the Township Clerk before access to the records will be granted.
2. Some Vital Statistic Records (births, marriages, deaths) will be open according to Archives of Ontario guidelines.
3. The records may be viewed by appointment only.
4. The records must be accessed in the Township Office and may not be borrowed.
5. Only one file or ledger at a time may be used by a researcher.
6. The records will not be defaced, marked or altered in any way. Cotton gloves will be worn when handling the material.
7. Notes may be made using only pencil and paper, laptop, tablet or phone.
8. Non-flash photographs may be taken, but portable scanners or other electronic devices may not be used to copy the records.
9. Reasonable amounts of photocopying will be done by Township staff, at their convenience and at the expense of the researcher.
10. The researcher will be seated in an area which can be monitored by staff.
11. The researcher will credit "The Corporation of the Township of Wellesley" as the source of the information in any publication which may results from their research.

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

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Records Requested: \_\_\_\_\_

Description of research project: \_\_\_\_\_

\_\_\_\_\_

Approved by : \_\_\_\_\_ Date: \_\_\_\_\_