

# Reading Room Code of Conduct

The Provincial Archives of Saskatchewan is committed to creating and maintaining an environment where all patrons and staff are able to conduct research and perform work free from harassment and discrimination, where everyone is treated respectfully and with dignity. Patrons are expected to respect the privacy of other researchers and to show consideration to others in regard to noise, use of space and equipment, and/or general conduct.

## All Archives patrons are entitled to:

- Be treated with courtesy, respect, and cooperation
- Have equitable access to archival material
- Timely and accurate instruction on the use of equipment
- Timely and accurate responses to information and research questions
- Discreet handling of personal information about themselves and their research
- Receive accurate and full information about the Provincial Archives of Saskatchewan's policies and regulations
- Share their concerns and ideas regarding service delivery
- Efficient and effective administrative practices
- A clean, safe, and quiet Reading Room environment

## All Archives patrons are expected to:

- Treat other archival patrons and staff with courtesy, respect, and cooperation
- Contribute to a clean, safe and quiet Reading Room
- Respect and abide by the policies of the Archives
- Ensure that archival records and equipment remain usable and available to other users
- Ask for assistance from staff if needed
- Respect, listen to, and follow the instructions of staff
- Respect the right of other patrons to privacy
- Alert staff if sensitive personal information is discovered in a collection
- Follow municipal, provincial, and federal laws, and regulations



PROVINCIAL ARCHIVES  
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