

Fort Erie Historical Museum Research Guidelines

Thank you for your interest in the Archives at the Fort Erie Historical Museum. Archival research can be so much fun! It can also be very challenging and frustrating, so to keep you from getting discouraged, we'll do our best to help you with your research questions.

Conservation. Preservation. Collections Management.

These are all core principles and responsibilities of Museums and Archives around the world. And we LOVE them at the Fort Erie Historical Museum! These principles keep our collections organized, safe from damage and loss, and support public access. It is these core principles that form the basis of the guidelines outlined below.

Pencils in the Research Room?

Yes! We love them!

Pens, markers, highlighters, etc. in the Research Room?

No! They risk causing permanent damage to the collection.

Got the munchies?

So do unwanted and harmful pests. Please eat outside or visit one of the many tempting restaurants in downtown Ridgeway.

Need a sip of water or cup of tea?

This is another risk to the collection, so ... you guessed it ... please take it outside!

Need copies of archival material?

No problem (usually! See note below). Staff can photocopy material for you. If we can't make copies right away, we'll contact you when they're ready for pick-up. Depending on how you plan to use these copies, you may also need to complete a Reproduction Agreement with the Museum, which outlines the terms of use and any applicable fees.

**Note: Restrictions attached to archival material may prevent us from making photocopies. We also do not photocopy books, manuscripts, journals, etc.*

Want to photograph or scan material you're researching?

Sorry, the Research Room is a camera- and scanner-free zone!

Want to see multiple collections or research multiple topics?

Chat with us and we'll see what we can do. We can usually source a few resources at a time, but in certain cases, like with file folders containing many documents, we might only be able to bring you one folder at a time. Other factors such as artifact size, condition, etc. may also impact how much we can bring out at a time.

Looking through a binder full of postcards, photographs, and other treasures?

We know it's tempting, but please do not remove any items from the plastic sleeves or remove the plastic sleeves from the binder. If you'd like a closer view of something or want to see the back of an item, just let us know and we will remove and re-file the item.

If you think items in a collection you are viewing might be out of order, please do not attempt to re-file them. There may be a reason for their order ... just let us know.

This guideline is so important for the preservation of the artifacts (dirty fingers cause damage) and for the management of the collection (misfiled artifacts are hard to find again).

Researching a broad topic and not quite sure where to start?

That's okay! Chat with us and we'll help guide you to the most relevant resources.

Want to see everything in our collection related to your research topic?

Sorry! We can't pull everything for you in one appointment—collections and clutter do not mix well! But come back for another session (or two) and we'll be happy to retrieve more items for you.

What about copyright?

Excellent question! Consult the Copyright Act of Canada. It has all the information you need to ensure you are not violating copyright law.

Planning on using the Museum's archival material for a publication, exhibition, marketing campaign, or some other form of public display?

Great! But before you do, please check with us regarding any restrictions that may be attached to the material. You'll also need to complete a Reproduction Agreement with the Museum.

Want to share your research finds online?

Again, please check with us first in case there are restrictions. You'll also need to complete a Reproduction Agreement with the Museum. This applies to all platforms, including Facebook, Instagram, Twitter, blog posts, chat forums, websites you host or that you post to, etc.

Ready to get started?

Please contact us to make an appointment.

Still have questions?

Please give us a call or drop us an email.

Phone: 905-894-5322

Email: museum@forterie.ca

Many thanks for helping us uphold these Conservation, Preservation, and Collections Management guidelines.

Happy researching!