



W H Y T E
M U S E U M
of the Canadian Rockies
Exhibitions • Archives • Heritage

ARCHIVES AND LIBRARY

REFERENCE AND REPRODUCTION SERVICES

- ACCESS to most materials in the Whyte Museum's Archives and Library collections is available by visiting the Archives and Library reference room during public hours or by appointment. Descriptions of archival holdings, selected inventory listings and digitized photograph collections are available through the Whyte Museum website (www.whyte.org).
- REFERENCE ASSISTANCE is available via telephone, postal mail or electronic mail. A maximum of ½ hour staff time is devoted to any request and is processed in the date order received. Clients requiring greater than the ½ hour allotted staff time will be referred to contract researchers.
- LIMITED REPRODUCTIONS are available for many items in the Archives and Library collections: photocopies, photographic prints, 35mm transparencies, digital scans, sound cassettes and videos. Copying by clients using own equipment (ie. direct copy) may be permitted under some circumstances. Restrictions apply.
- CHARGES for reproductions are levied in order to assist the Whyte Museum in recovering our costs. The Whyte Museum is a non-government, non-profit agency and cannot offer reduced rates for reproductions. Payment is in advance by cash, money order, cheque (Canadian orders) and credit card (VISA, MasterCard, American Express).
- LIMITATIONS
 - Not all materials in the Archives and Library are in the public domain. Compliance with the Canadian Copyright Act (1999) requires that clients obtain permission in writing from copyright holders prior to reproductions being made.
 - Access and reproduction for some materials is also restricted by physical condition, size, donor restrictions, Archives and Library privacy protection guidelines, and by other limitations
 - The Whyte Museum reserves the following rights:
 - To determine which documents can be reproduced
 - To determine what formats and sizes of reproductions will be made available
 - To limit the number of reproductions ordered at one time
 - To determine the uses to which reproductions from its collections may be put
- SERVICES NOT AVAILABLE
 - Reproductions from current publications
 - Retouching, toning or altering of images or documents
 - Image cropping
 - Enlargements larger than 8x10"

Archives and Library, Whyte Museum of the Canadian Rockies
Box 160, Banff, Alberta, Canada T1L 1A3
(403) 762-2291 ext. 335 * fax: (403) 762-2339 * email: archives@whyte.org