



Sooke Region Museum

Research Request Form

Please complete this form to access the archives or retrieve information on records/objects in the museum's collection.

Staff at the Sooke Region Museum are committed to responding to public inquiries in a timely manner. We want to do our best to support researchers and the public while not putting the collection at risk. To that end, some materials may be restricted for public access based on the **condition of the materials, copyright law, and privacy concerns**.

Additionally, staff have the right to turn down research requests for the following reasons:

- If the request falls outside the museum's mandate or staff expertise;
- If the objects/records are in unsafe condition for handling;
- If the request contravenes the legal restriction of a record or object.

For research inquiries involving Indigenous materials in our collection, we may not be able to fulfill your request as we work with individual Nations to ensure the safe and respectful handling of their cultural belongings and knowledges before sharing them.

Fees

The first hour of research is free, while any research conducted after the first hour is \$50, rounded to the nearest hour. You will be notified if your first hour is used to confirm any further research is to be completed at charge. Any reproduction fees (see *fee schedule for archival services*) for archival images or documents will be added to the hourly fee.

The research fee covers staff time to source, locate and pull any archival materials needed. It helps cover the safekeeping, preservation, and access to the collection.

If you are a professional researcher (researching on behalf of a client), please inform us at the beginning of the request.

Invoices for staff time will be issued regardless of the outcome.

You may be fee-exempt if you are:

- Self-identifying Indigenous person;
- Indigenous organization;
- Local non-profit organization;

- Students (elementary, secondary, and post-secondary);
- Capital Regional District;
- District of Sooke.

This form will help with an initial search into the collection, and then, from there, an appointment can be made for a visit to view the items (if necessary).

For researcher to fill out:	
Name:	Date
Email:	Phone Number:
Nature of Request (Personal Study, School Project, Academic Research, etc.):	
Detailed description of what you are looking for. Be specific as possible, please provide dates, names, and locations as this will aid in the collections search.*	
Working title of project:	
Do you have a deadline? If so, please specify.*	
Invoice Number:	

Please also send any files or images that may help with our search.

*We will do our best to accommodate any deadlines but do not make any guarantees.

We do not accept walk-ins to access the collections.

Please send the completed form to our Collections Manager at
collections@sookeregionmuseum.ca

Policy:

The Sooke Region Museum may legally disclose personal information or provide access to personal information in its custody or under its control for archival or historical purposes if:

- a. Under Section 22 of the Freedom of Information and Protection of Privacy Act, the disclosure would not be an unreasonable invasion of personal privacy.
- b. The disclosure is for historical research and is in accordance with Section 35 of the Freedom of Information and Protection of Privacy Act.
- c. The information is about someone who has been dead for 20 or more years, or
- d. The information is in a record that has been in existence for 100 or more years.

Archival and cultural institutions balance the protection of individuals' privacy against the public interest in disclosure, and thus, personal information may be withheld from disclosure under certain circumstances. The Sooke Region Museum is not obligated to disclose personal information.

- a. The researcher understands that all personal information that is disclosed shall only be used in accordance with the Freedom of Information and Protection of Privacy Act. The researcher is responsible for being familiar with the Freedom of Information and Protection of Privacy Act.

Per Article 31 of the United Nations Declaration on the Rights of Indigenous Peoples Act, the SRM recognizes that Indigenous People have the right to maintain, control, protect, and develop their intellectual property over cultural heritage, traditional knowledge, and traditional cultural expressions. Researchers requesting access to and use of the Sooke Region Museum's collection must determine whether additional permission from Indigenous Knowledge Keepers is required to use materials and seek that permission individually.