

## BC/Yukon Area 79 Archives Access Policy

### General Access: Published Material

In most cases, the BC/Yukon Area 79 Archive can provide access to published information. Material is available for research purposes without special conditions, though researchers still need permission from the BC/Yukon Area 79 Archives Committee chairperson, and access is subject to relevant data protection legislation. Examples of General access material:

<ul style="list-style-type: none"> <li>• books</li> <li>• newsletters</li> <li>• magazines</li> </ul>	<ul style="list-style-type: none"> <li>• pamphlets</li> <li>• service pieces</li> <li>• reports</li> </ul>
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### Restricted Access: Unpublished Material

Access to unpublished material is restricted and is normally permitted only for relevant research purposes. Examples of Restricted material:

<ul style="list-style-type: none"> <li>• correspondence</li> <li>• meeting minutes</li> <li>• financial information</li> </ul>	<ul style="list-style-type: none"> <li>• manuscripts</li> <li>• Audio and video recordings</li> </ul>
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For unpublished materials, a written request for access must be made to the BC/Yukon Area 79 Archives Committee chairperson. The “Application For Use of Archives Research Facility” form can be found on page 2. Full information on the subject, scope and purpose of the research is required.

**Research requests** are reviewed at the monthly Volunteers Meeting. In special cases, consideration can be obtained at other times.

### Request Access

If you want to use specific material in the Archives, you need to make a written request. It’s important to specify the material you would like to access and explain your planned use of it. For access to written materials, see our **Research Application Form**. Also, **review our Photocopying/Digitizing Policy** to understand what duplication is possible.

### Anonymity

All researchers need to respect the relevant A.A. Traditions. This includes preserving the anonymity of all A.A. members, living and deceased. You are respectfully asked to quote only the first name and last initial. This is to preserve A.A.'s Eleventh Tradition, which states that anonymity should be maintained at the level of public media.

## APPLICATION FOR USE OF ARCHIVES RESEARCH FACILITY ARCHIVES OF BC/Yukon Area 79

I hereby apply for permission to consult the following archival material, for the following stated purpose(s).  
(Please Print)

Date: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Affiliation (if any): \_\_\_\_\_

Items requested: \_\_\_\_\_

Subject of research: \_\_\_\_\_

Purpose or expected product of research (book, article, thesis, dissertation, film, area/local archives use, personal/family research, other): \_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT:** By typing my name below, I signify that I have read and understood the “BC/Yukon Area 79 Archives Access Policy”.

I understand that if I do not adhere to these policies, my privileges as a researcher may be revoked.

I acknowledge and agree that an essential condition of the permission granted to me is that I will abide by the anonymity policy.

I will not identify any member of A.A., including its co-founders, other than by the first name and first initial of the last name.

I agree that any publication of full names at the level of press and media is a breach of this agreement.

THE RESEARCHER WILL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE BC/YUKON AREA 79 ARCHIVES, AND ITS OFFICERS, AND AGENTS AGAINST ALL CLAIMS, DEMANDS, COSTS, AND EXPENSES INCLUDING ATTORNEYS’ FEES INCURRED BY ANY COPYRIGHT INFRINGEMENT OR ANY OTHER LEGAL OR REGULATORY CAUSE OF ACTION ARISING FROM THE USE OF BC/YUKON Area 79 ARCHIVES MATERIALS.

☐ I HAVE READ AND AGREED TO ABIDE BY THE ABOVE TERMS AND CONDITIONS, THE “COLLECTIONS ACCESS POLICIES.”

Enter First and Last name: \_\_\_\_\_

Date(DD/MM/YYYY): \_\_\_\_\_