



Tiny
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The Township of Tiny Heritage Advisory Committee

Archive Collection Use and Reproduction Policy

The purpose of the Township of Tiny Heritage Advisory Committee (HAC) archival collections is to preserve, advance, and disseminate knowledge of the history of The Corporation of the Township of Tiny and to preserve the contents and articles that have been generously donated to the HAC.

The Township of Tiny HAC maintains a collection of original documents, photographic collections, and books regarding the history of the local area. The archival collection is available for study and research. However, in order to preserve original documents and photographs and to maintain the integrity of the collection, **none of the materials are permitted to leave the Township office or to be reproduced without authorization.**

Reproduction

The Township of Tiny HAC is a non-profit organization. Fees are charged for the research time, retrieval, and/or reproduction of archive material. Fees also help to maintain the ongoing management of the archival collections. Reproductions or electronic scans may be requested. Fees charged for scanning and/or reproducing are as per the Township Fee Schedules By-law.

Any material used for publication or any commercial uses must be credited with the statement, "Reprinted with permission of The Township of Tiny Heritage Advisory Committee". Clearance of any copyrighted material is the responsibility of the person wishing to publish or display said material.

Viewing Guidelines

In order to provide you with quality service and to maintain the integrity of our archival documents, the HAC requests that the following guidelines be respected:

1. Each person requesting material from the archival collection must complete a Material Request Form and submit it to the Heritage Advisory Committee Recording Secretary.
2. Requests for materials must be made at least ten (10) days in advance to allow for material retrieval and appointment scheduling.

3. Appointments are available on **Tuesdays, Wednesdays and Thursdays** between the hours of 9:00 AM and 4:30 PM and are limited to a maximum of two (2) hours in duration.
4. No food or drinks, other than bottled water, may be consumed while viewing the archival materials.
5. Individuals will be responsible for bringing his/her own paper and writing instrument (**pencil only**) for taking notes.
6. Reproduced material may only be used for personal or research purposes. Permission for publication or commercial use will be determined on a case-by-case basis.
7. Images may be resized but not altered in any way, reproduced, or sold.
8. Students may have photocopies for school projects free of charge. However, any scanned document or digitized photo must not be used for any reason other than the project he/she is working on.

Contact Information

The Township of Tiny Municipal Office is located at 130 Balm Beach Road West in Perkinsfield, Ontario.

Please direct all questions and requests to Pamela Zimmerman, Staff Resource at (705) 526-4204 ext. 258 or pzimmerman@tiny.ca.