

MiCA Reading Room Policy

The Muslims in Canada Archives (MiCA) has a commitment to rendering the documentary heritage of Canadian Muslim accessible to community members and researchers. To this end, MiCA allows these individuals (hereafter referred to as “users”) to examine its archival holdings for research purposes. The terms governing this activity (hereafter referred to as “reference appointments”) are outlined below.

Terms

Users Rights

1. All MiCA material can be accessed for the purpose of research, artistic reappropriation, or dissemination by users, except for individual items or files that are subject to access restrictions.
2. Users are allowed to copy and reproduce archival holdings within reasonable limits, as outlined in the MiCA Copying and Reproduction Terms and Conditions.
3. Users do not need to possess any kind of institutional affiliation in order to access archival holdings. MiCA will encourage and actively conduct outreach to members of the community outside of the academe to raise awareness about reference services.
4. Given the possibility that the contents of some archival materials may induce distress, MiCA will maintain a list of mental health resources for users to consult if desired.
5. Users are allowed to bring paper, pencils, phones, tablets, and laptops into the MiCA Reading Room.

Institutional Rights

1. MiCA reserves the right to refuse reference appointments that are scheduled without adequate notice, or those that are scheduled outside of regular business hours.
2. MiCA archivists may, when necessary, reschedule existing reference appointments in consultation with the user.
3. MiCA reserves the right to enforce access restrictions during reference appointments.
4. MiCA reserves the right to ask users to identify themselves.
5. MiCA will take steps to ensure that the condition of records is safeguarded during reference appointments. As such, MiCA prohibits the consumption of food and beverages, and the use of ink pens during reference appointments.

Procedures

Scheduling an Appointment

1. Users will request a reference appointment by email, which will be linked on MiCA’s website. All requests must be made with at least two business days’ notice and include a brief outline of the specific materials that the user would like to consult (including reference codes). Consult MiCA’s AtoM description database for finding aids that document the collections in our holdings.

2. MiCA staff will confirm the appointment or follow up with the user to find an alternative date via email.
3. An email with directions to MiCA's office, as well as a brief outline of reading room expectations, will be sent to the user.

Registering a User

1. Upon arrival at the Institute of Islamic Studies, MiCA staff will register the user digitally using the **User Registration Form** (see Appendix A). All registration forms will be kept in the MiCA SharePoint, and will not be shared with individuals outside of MiCA.
2. Users must bring some form of valid identification (i.e. a driver's license or health card) for the purpose of registration. MiCA staff will make note of preferred names as well as legal names when registering a user.
 - a. MiCA staff will make note of the user's legal name and date of birth using their identification—other details, such as license, health cards, and passport numbers, will not be collected.
3. MiCA staff will offer the user instructions on safely handling the records. Additionally, MiCA staff will make note of any time constraints on the appointment—for example, if staff members must leave the office at 5:00 PM, the user must be made aware of this fact in advance.
4. MiCA staff will inform the user of any resources and tools available for use (i.e. magnifying glasses, additional lighting, and gloves).

During the Appointment

1. MiCA staff will remain on site for the duration of reference appointments.
2. MiCA staff will answer user questions as needed.
3. At the end of the reference appointment, MiCA staff will examine the records consulted to ensure that their arrangement has not been disturbed.

Follow-Up

1. MiCA staff will contact the user within three business days of their reference appointment in order to solicit feedback (see Appendix B).
2. MiCA staff will collect statistics on the frequency of reference appointments, as well as the items most consulted by users. These statistics will not include any identifying information, and they will not be circulated outside of the Institute of Islamic Studies.

Appendix A

MUSLIMS IN CANADA ARCHIVES

User Registration Form

Name (as written on ID):	
Preferred name (optional):	
Date of Birth:	
Form of identification used:	
Institutional affiliation (optional):	
Phone number:	
Email address:	

Date of Visit:

Time of Visit:

Reason for Visit:

Records consulted (Reference numbers):

User signature: _____ Staff signature: _____

Date of Visit:

Time of Visit:

Reason for Visit:

Records consulted (Reference numbers):

User signature: _____ Staff signature: _____

APPENDIX B

MUSLIMS IN CANADA ARCHIVES

Reference Appointment Feedback Form

User name: *[name]*

Date of appointment: *[mm/dd/yyyy]*

Please share any details about your experience at MiCA below:

Please share any suggestions that would improve our reference appointments:

Were you able to locate materials which were relevant to your research during your reference appointment?

YES / NO

Do you anticipate returning to MiCA to conduct further research?

YES / NO

Completion of this form is optional—the information provided will allow us to better accommodate the needs of researchers and community members in the future.



UNIVERSITY OF
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Institute of Islamic Studies

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