



Special Collections and Rare Books Research Agreement

Purpose of the Research Agreement

This form is used to request access to and authorize disclosure of records in any format under the control and custody of Simon Fraser University Library for research or statistical purposes. The agreement covers records that contain information to which restrictions apply. For example, the records may contain personal information that serves to identify an individual and that is restricted either by privacy legislation, deed of gift, donation agreement, or Simon Fraser University Library policy.

Collection Notice

Simon Fraser University Library is committed to protecting the privacy of researchers. The information on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (RSBC, 1996, c. 165) s. 26 and the general authority of the *University Act* (RSBC 1996, c.468). It is related directly to and needed by the Library to administer the research agreement and provide you access to records containing third party personal information. The information will be used to make a decision about your application and, if approved, to ensure your compliance with the terms and conditions of the Research Agreement.

Identification of Researcher

First and last name

Street address

City / town

Province

Country

Postal code

Tel.

Email

If researcher is an employee of a university or other institution

Institution

Department

Position title

If researcher is a student

Institution

Department

Name of instructor / advisor

Instructor / advisor's email

My research is intended for:

- Personal use (e.g. coursework, personal interest)
- Publication (e.g. journal article or book)
- Presentation (e.g. conference paper)
- Use by a company/organization (name) _____

Brief description of project:

Records requested

Please list the file title of the records you want to access (attach a separate sheet if necessary)

Terms and conditions of access

Access to and permission to use the records described above is **subject to the following terms and conditions:**

1) Restricted information is any information Special Collections and Rare Books has identified as subject to restrictions under privacy legislation, deed of gift, donation agreement, or Simon Fraser University Library policy. The following examples are types of restricted information and shall not be made public in such a way as to permit identification of individuals or families:

- a) **An individual's age, sex, marital status, race, religion, home address or phone number;**
- b) **Information about an individual's health care history, including a physical or mental disability;**
- c) **Information about an individual's education, financial, criminal or employment history.**

Exceptions to this rule will be made only with the prior written consent of the Library.

2) I understand that I am responsible for maintaining the security and confidentiality of all such information found in or taken from these records

3) Reports, papers, presentations, theses, or any other works that describe the results of the research undertaken will be written and/or presented in such a way that no link can be made between any restricted information found in the requested records and information that is publicly available from other sources. Exceptions to this rule will be made only with the prior written consent of the Library.

4) Any digital or hard copies of restricted records containing restricted information will be destroyed as soon as the information contained in the records is no longer required for the purposes of this research project. Destruction of the copies will be carried out in a manner which ensures that the information contained in them will not become available to any other person.

5) Access and permission to use may be withdrawn by the Library at any time without notice.

6) I further agree to abide by additional security or confidentiality, as required by a donor, for the following types of information (*to be completed by Library staff only if relevant*):

Signature of the Applicant

I agree that I am bound by the terms and conditions contained in this agreement and, as applicable, relevant privacy legislation, donor agreements and the University's policies and procedures relating to the confidentiality of personal information.

Name: _____

(please print)

Signature: _____

Date: _____

To be completed by the Library

Access to records requested is hereby granted

from _____, 20____ to _____, 20____

Name: _____

(please print)

Title: _____

Signature: _____

Date: _____