

Reading Room Protocol

Archives of Ontario

Last Updated: November 19, 2021

Following the guidance of the Government of Ontario and Public Health officials, as of November 1, 2021 the Archives of Ontario's Reading Room at 134 Ian Macdonald Boulevard is open to the public by **appointment only**.

Hours of Service:

- Monday – Friday
- 9:00am – 4:00pm
 - To ensure everyone's safety, the Reading Room will **close from 12:00pm - 1:00pm** for extensive cleaning of the workstations and microfilm readers between appointments.

Before your visit

If you are experiencing COVID-19 symptoms or have been in recent contact with someone who tested positive for COVID-19, we kindly ask that you refrain from visiting the Archives of Ontario.

Before you plan on visiting the Reading Room, please ensure you have done the following:

1. Pre-ordered original materials
 - Reference Archivists are available for pre-arrival reference interviews to assist with ordering materials and preparing for visiting the Archives
2. Booked an appointment
 - Our **[new online appointment booking tool](#)** will ensure your health and safety and allow you to spend less time waiting and more time researching!

For more information on how to prepare for your visit, visit our website at: ontario.ca/archives.

Covid-19 Customer Screening

Upon entry into the building, you are required to show proof of successful completion of the **COVID-19 Customer Screening Tool**, available online at: <https://covid-19.ontario.ca/screening/customer>. You may print your results or show a copy on your mobile device. Paper copies will be available onsite for those without online access.

When you arrive

As of July 7, 2020, under **[City of Toronto By-Law 541-2020](#)**, wearing a mask or face covering is required in indoor public spaces, which includes our building and Reading Room. Those with

exemptions will be accommodated accordingly. We also recommend sanitizing your hands at our hand sanitization station(s) and kindly ask that you maintain a 2m distance from all individuals for the duration of your visit.

Upon your entry into the building, you will be greeted by Reception staff at the Reception Desk behind a plexiglass barrier, where you will check-in and verify your successful **COVID-19 Customer Screening** results.

If you have already registered as a researcher, you will be directed to scan your Archives of Ontario Researcher card. If you have not registered as a researcher, you can register with Reception staff. To reduce wait-times at check-in, we recommend **pre-registering online** at: <http://www.archives.gov.on.ca/en/about/prepare.aspx>.

Once checked-in, Reception staff will provide you with a locker key and direct you to the Client Lounge where you will store your belongings in an assigned locker. Reception staff will also confirm your assigned workstation number and/or microfilm reader number, prior to your entry into the Reading Room.

During your visit

Upon entering the Reading Room, locate your assigned workstation and/or microfilm reader. A Reference Archivist will be available to assist if needed. We kindly ask that you maintain 2m distance from all individuals for the duration of your visit.

Viewing pre-ordered materials

If you are viewing pre-ordered materials, they will be waiting at your workstation. Gloves are available to ensure the safe care and handling of materials.

Viewing self-serve microfilm

If you wish to view our self-serve microfilm, please do so at your assigned microfilm reader. If you require assistance using the microfilm reader, a Reference Archivist will be available to assist you. **Please do not refile microfilm reels.** Place all microfilm reels in the *Microfilm Reels for Refile* container when finished.

Viewing printed finding aids and resource materials

If you access our finding aids/binders, **please do not refile them.** Place the used items on the nearest table so that it can be disinfected before refiling.

Use of the Client Lounge

Visitors are kindly asked to abide by all floor decals and posted signage and to maintain a 2m distance from all individuals when using the Client Lounge. Tables and chairs are not to be moved. To ensure your continued safety, additional facilities may not be available. Reception staff are available to assist if you have any questions.

Visiting the ANIMALIA Exhibit

During your research appointment at the Archives, you can also visit the [ANIMALIA exhibit](#) in

the Helen McClung Exhibition Area. The exhibit will reopen to self guided tours, with a limit of six persons in the Exhibition Area at a time.

Accessing York University Campus Facilities

If you are interested in visiting other facilities on the York campus, including York Lanes or food services, you must also conduct York's daily required screening through [YU Screen](#). Tips on how to use this screening tool can be found on York's website [here](#). It is very easy to use and can be accessed via smartphone, computer or tablet.

Following your visit

Once you have completed your appointment, please leave all materials at your workstation.

If you require materials to be placed on hold for additional viewing or require additional materials to be retrieved, please inform the Reference Archivist to place your order and to book another appointment.

Upon leaving the Reading Room, retrieve your belongings from your locker and return your locker key by placing it in the *Locker Key Return* container.

Thank-you for your cooperation. We look forward to having you back in the Reading Room!

Questions?

If you have any questions, we're here to help!

You can contact us at:

- Email: reference@ontario.ca
- Phone: 416-327-1600 or toll-free (Ontario only) 1-800-668-9933
- Website: ontario.ca/archives