



NOTICE to Legislative Library Clients: Effective May 6, 2013

The Legislative Library is implementing retrieval request forms and researcher registration to better preserve and secure library materials, and as a means to gain insight into the use of the library's collections in order to support collection development decisions.

Client Registration:

- The Legislative Library, apart from the reference collection on open shelves in the reading room, is comprised of closed stack collections.
- Legislative Library resources may be used by all researchers whether or not they are members of the library but on-site registration at the Library's Information desk is required. A researcher's card form must be completed and identification with name and current address (e.g. driver's licence, health card) will be requested.
- Manitoba government and Legislature employees need a valid Legislative Library card to use closed stack materials. If you do not have a card please ask at the information desk, or visit the library's website at <http://www.gov.mb.ca/chc/leg-lib/index.html> for details.
- Other Library clients are asked to register for a researcher's card at Information Desk if they will be using materials from closed library collections. The reference collections, local histories, vertical files and recent Henderson Directories in the open area may be used without registration.

Stack Retrieval:

- **Retrieval Request forms** are required for all materials pulled from the closed stacks and microfilm collections. The materials are then retrieved from the stacks by library staff for consultation in the reading room. Items may be held at the information desk if they are going to be consulted over an extended period of time.
- Materials can be pulled in advance of your visit even if you do not have a library or researcher card, please send us an email (Legislative_Library@gov.mb.ca) or phone, 204 945 4330) to let us know what you require.
- All controlled access materials must be returned to the Information Desk.
- When using rare book materials only pencils are allowed for note taking

Thank you for your cooperation.

For more information contact:

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