

## Guide to self-service copying Archives of Manitoba

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Many of the records in the Archives of Manitoba's holdings may be reproduced for research, private study, or legal purposes. All copies, regardless of format, are governed by the Archives of Manitoba's [Terms Governing Use of Copies \(PDF\)](#).

### Microfilm scans and prints:

Clients may make microfilm scans and prints from microfilm in the Archives Research Room. The Archives has microfilm printer/scanners available for public use. Microfilm numbers may be identified through the [Keystone database](#). (Microfilm may also be ordered through our [microfilm loan](#) program.)

- Clients may sign up for a time slot in the Archives Research Room to use a microfilm printer/scanner.
- Clients may bring a USB memory stick or CD to save microfilm scans.
- There is no charge for microfilm scans. It is a free self-service option. Microfilm prints cost 50 cents per page, plus applicable taxes.
- The Archives of Manitoba does not make microfilm scans or prints for clients.

### Photographing records:

Clients may photograph archival records, provided that the condition of the records is not compromised and that there are no restrictions on copying.

- Easels, cradles and weights may be provided by Archives staff, as needed, to support the records.
- A copy stand is available for use in the Research Room; clients may sign up for a time slot. The copy stand may only be used for records smaller than the base of the stand.

While photographing records:

- Ensure that the original order of the records is maintained.
- Use supports (easels, cradles, weights, etc) provided by staff, as directed.
- Consult staff before removing records from protective enclosures to determine if it is permitted.
- Do not place records on the floor.
- Do not lean on or put pressure on the record.
- Do not stand on chairs, tables or stools to photograph records.

### Moving Images and sound reproductions:

Clients may reproduce access copies of moving image and sound records for research or private study using their own equipment in the Archives Research Room, providing there are no copy restrictions on the records.

The Archives of Manitoba reserves the right to restrict or revoke self-service copying privileges if the condition of original records is deemed to be at risk.