

Memorial University of Newfoundland Folklore and Language Archive (MUNFLA)

The Memorial University of Newfoundland Folklore and Language Archive (MUNFLA) is the foremost repository for recorded and collected items of Newfoundland and Labrador folklore, folklife, language, oral history and popular culture. We take seriously our responsibility to care for the collections entrusted to us and to make them available to our users.

Caring for our collections is central to achieving our mission “to facilitate research on Newfoundland and Labrador culture” and “to archive research materials in order to make a permanent record for the future.” It is not enough just to preserve knowledge; our task is to enable it to be used now and for generations to come.

Many items in our collection are unique and fragile. However, other more modern items, although not yet unique or fragile, may become so over time. If destroyed, the item and the knowledge it contains are lost. All items, therefore, have value and need to be cared for.

How You Can Help:

Every researcher can help us to preserve our collections for present and future generations by supporting the measures we take to protect our collections, and by respecting our *Reading Room Guidelines* and *General Handling Guidelines* set out below.

If you are unsure about any of the following guidelines, please feel free to ask the staff for more details or clarification.

Reading Room Guidelines:

- The Archive is a smoke and scent free environment.
- Researchers must store coats, briefcases, and other materials in a location that will not pose risk to other patrons or archival materials.
- Use pencil only when taking notes in the Reading Room. Use of pens, highlighters, and correction fluid/tape is not permitted. You may use a laptop, tablet, or cell phone or any other electronic device with sound turned off/muted.
- To prevent grease and dirt transferring to collection items, please ensure that your hands are clean and dry before going into the Reading Room. Please do not apply hand lotion or cream before handling archival records. There is a sink where you may wash your hands with soap and water located next door in ED4037.

- Food, drink, candy, and gum are not allowed in the Archive.
- If you require a copy of an item, please consult the Archive staff. A full list of fees and services offered by MUNFLA is available upon request.
- The computers in the Reading Room are for archival and library reference use only.
- Final retrieval of requested materials from MUNFLA's vault may take place no later than 30 minutes before closing. After that time, no further materials will be delivered to researchers, and they are expected to end their research for the day.
- We reserve the right to inspect all personal articles as visitors leave the Archive.
- We reserve the right to ask any visitors who causes a disturbance to others, or infringes any of these guidelines, to leave the Archive.

Ordering Research Materials:

- Researchers must sign the *Register* at the start of each visit and complete a *User Agreement* for each research project undertaken.
- A number of finding aids are available in the archive. These should be consulted before requesting material. This will help you expedite your work by identifying the specific material you require for your research.
- Readers must complete a *Requisition Form* indicating which items they wish to see.
- The quantity of material allowed to a reader at any one time may be limited.
- Access to some collections is governed by restrictions. A staff member will inform the reader of any such restrictions when materials are requested.
- We try to make our items as accessible as possible, but we ask for your patience and understanding when items cannot be made available because they are too damaged or fragile to be handled, or if access restrictions have been implemented by the collection's collector/donor.
- Materials are issued for the exclusive use of the person requesting them and may be examined in the Reading Room only. Researchers are responsible for the care and safekeeping of all materials issued to them, and will be held accountable for any loss or damage to those materials.

General Handling Guidelines:

- Please do not trace, write on, fold, deface, or damage Archive or Library materials in any way. If you encounter such damage, please bring it to the attention of the staff.
- Please use material from one folder at a time, and maintain the existing order of the material. Please notify the staff of any apparent disarrangement.
- Please handle all materials with care. Turn pages slowly and gently.
- Please take care to avoid touching the text of documents or books.
- Please note that some materials, such as photographs and glass negatives, have special handling needs. You may be asked to wear cotton gloves (provided by staff) when handling these items.
- Please only use pieces of paper as bookmarks in materials. The use of “Post-it” sticky notes, paper clips, tape, or staples is not permitted.
- Please take care not to lean on the documents or books when making notes and never place anything (pencils, paper, laptop cords, etc.) on top of materials.
- Please close folders and books when not in use and ensure that larger items do not overhang the edge of the table.
- Please return materials to the designated bookshelf beside ED4039D when you have finished with them.

Audio Visual Handling Guidelines:

- Please note, if you wish to view videotapes and DVDs, you will need to book the studio in advance.
- Please note that transcription machines only are to be used for transcribing tapes.
- Please complete a *MUNFLA A/V Use Card* for each item examined.
- Please do not touch the surface of magnetic tapes.
- Please hold CDs by the edges; do not touch the surface.
- Please replace material in their proper storage containers.
- Please use earphones when listening to tapes and CDs as to not disturb other researchers.
- Please rewind tapes to the beginning when you have finished using them.

- Please turn equipment off when not in use.
- Please reset the volume level to the low position when finished with equipment.

Facilities:

- A washroom for women is located in Room ED3033, and for men in ED4019.
- A Tim Horton's coffee shop is available all year round across the street in the Aquarena building, and seasonally in the atrium of the Arts and Administration Building.
- Jumping Bean Café is located on the main floor the QEII Library.
- The University Center houses a variety of food vendors year round. There is a small convenience store located just outside the main cafeteria area as well.