

The Cow Bay Surfers' Archives

ACCESS POLICY

Who We Are

The mandate of the Cow Bay Surfers' Archives (CBSA) is to collect, preserve, and make accessible records and materials on the history of surfing on the Eastern Shore of Nova Scotia. The Archives is operated by the Cow Bay Surfers' Society (CBSS), a non-profit, volunteer-run organization, which is overseen by a Board of Directors. The Archives holds no direct affiliation to – but are members of – the Surfing Association of Nova Scotia (SANS).

Our Users

The Archives is open to all whether or not you're from Cow Bay or if you surf! We're always keen to welcome students especially from local schools, although children under the age of 13 must be accompanied by an adult. Frequent users of the Archives are encouraged to become CBSA members, which is only \$30 per year. CBSA membership affords you discounts on copying and digitization fees and free admission to all CBSA events. Please ask our Archivist for more information!

Equality of Access

The Cow Bay Surfer's Archives is founded on the principle of fair and equal access to information for all, while respecting the needs of those who could be harmed by providing public access to items in our holdings that contain private or sensitive information. We continuously strive to provide an open-access, safe space, and we champion diversity and inclusion within the sport of surfing and our communities. Anyone who is hostile to, or discriminates against staff, volunteers, and/or other researchers will be asked to leave.

Definition of Terms

Archivist: The staff member or trained volunteer appointed by CBSA who is responsible for coordination and operation of the Archives.

Researcher: A person who uses the services and holdings of the Archives whether in-person or remotely via the internet or phone.

Holdings: All documents, photographs, records, books, and items in the legal custody of the Archives. Some of these holdings have not yet been processed and are not available to be viewed by the public.

Access: The right, opportunity, or means of finding, viewing, and/or using items in the archive's holdings and/or information in specific records, documents, and materials within the archive's holdings.

Access Services: Activities and facilities provided by the Archives that aim to assist researchers' use of the archives and its holdings. Access services include on-site services for researchers wishing to physically access our holdings, and virtual/remote services for researchers seeking information from our holdings.

Finding Aids: Descriptive tools used to facilitate access, which are created by the Archives or by the person/agency that created the records. Finding Aids can include a wide range of formats including searchable databases, which may or may not be online, printed inventories, subject lists, and card catalogues.

Private Information: As defined by the Privacy Commissioner of Canada: "any factual or subjective information, recorded or not, about an identifiable individual, including age, name, weight, height; medical records; ID numbers, income, ethnic origin, or blood type; opinions, evaluations, comments, social status, or disciplinary action; and, employee files, credit and loan records."

Closed: Records sealed from public access for a specified reason and for a specified period of time, which, once expired, deems the material to be available to the public.

Restricted: Records that are made available only at the discretion of the Archivist. After a specified term, these records will be made available to the public.

Policies for Onsite Research Services

The Archives is located at 1234 Cow Bay Road. A complete map of the area with directions to the Archives is available on our website. Our **Research Room is open to the public** from Tuesday to Friday, 10am–6pm, and Saturday, 11am–5pm. Researchers do not need to make an appointment to visit the Archives and conduct research. Children under the age of 13 must be accompanied by an adult.

Parking is available behind the building, but we ask that researchers and visitors use the front entrance only. Two gender-free and barrier-free **washrooms** are available on the premises, one beside the research desk and the other next to the Boardroom at the end of the hall. **Free Wi-Fi** is provided for researchers and visitors to the Archives under the condition that it be used a tool for research (eg: not to watch Netflix) and CBSS events. The network name and password are posted on the wall in the Research Room.

All **knapsacks and bags** must be given to the Archivist upon arrival, who will tag them and provide the owner with a tag number. Bags will be kept in a secure location for the duration of a researcher's visit. Researchers can collect their bags at any time by providing their tag number to the Archivist.

No food or drink are allowed in the Research Room. If you leave the Research Room temporarily, please feel free to leave a placeholder note (available at the research desk) on your materials, so we know you are still using the materials you requested. There are picnic tables outside that are free for all to use and enjoy the view of the ocean. Please talk to the Archivist about other options if the weather is poor.

Laptops, tablets, and cell phones are permitted in the Research Room as well as notebooks, paper, and **pencils**, which are readily available at the front desk along with a pencil sharpener. Please ask the Archivist before bringing other belongings into the Research Room. Out of respect to all, please keep cell phones on silent or the ringer down low while in the Research Room.

We allow use of cell phone cameras and handheld scanners in the Research Room. We recommend researchers ask staff before they begin photographing/digitizing any archival materials whether they are (or may be) protected by copyright. See further information below about copyright restrictions.

Researchers may use our **on-site computers** that provide a direct link to MemoryNS, our website, and PDFs of some Finding Aids not available online. We ask that researchers limit their use of these computers to 1-hour if there are multiple researchers on site.

General Handling Guidelines for archival materials are posted on the wall in the Research Room. Researchers should familiarize themselves with these guidelines before handling any items from our holdings.

Researchers and visitors are free to browse and use our **small reference library** of books and informally published materials on local history and surfing. Please do not reshelve items in our reference library; please return them to the Archivist, and our staff will reshelve them.

Researchers are not permitted to remove any CBSA holdings from the Research Room, including items in our reference library.

In general, we do not loan archival items, books, or reference materials to individuals or other organizations, but loans may be considered in specific circumstances.

The Archives' vaults, storage areas, offices, and digitization suite are off-limits to the public; these are only accessible to employees or volunteers of the Archives. The adjacent meeting rooms and Boardroom are open only for meetings and events. No unsupervised children under the age of 13 will be permitted to access these spaces.

Anyone who is hostile to, or discriminates against staff, volunteers, and/or other researchers will be asked to leave.

Researcher Orientation and Finding Aids:

New researchers to the CBSA will be asked to fill out a **new-researcher form** with basic information about them and the subject(s) of their research. The information collected in this form is for the archives' use only, to help us track statistics of the use of our archives as well as the needs of our researchers. Researchers' personal information will not be shared with anyone outside of our organization.

The **Archivist will help orient new researchers** to the archives, our various Finding Aids, and the General Handling Guidelines for archival materials. The Archivist is there to help aid researchers throughout their research process including assisting with research strategies, locating relevant holdings and materials, and interpreting records if needed.

Many of the documents, photographs, and materials in the Archives' holdings are **listed online in the collective database, MemoryNS**. A link to the [how-to video on browsing MemoryNS](#) can be found on our website and all of the Archives' computers.

CBSA also has many **Finding Aids that are not available online**. These are found in the bright blue binders at the front of the Research Room. Researchers are free to use these as needed but are asked to return them to the Archivist or front desk in a timely fashion, so other researchers can access them, too. PDF versions of some Finding Aids are available on our onsite computers. These are keyword searchable. Please ask the Archivist for details.

Our **website** contains online exhibits of some of our digitized holdings, each organized by theme or topic such as Surfing Competitions, Surfing School, and Surfing Camp. We also post regularly on Facebook and Instagram.

Requesting and Using Archival Holdings:

Researchers must fill out a **request slip** to view items in our holdings. Request slips can be found at the front desk. The CBSA respects researchers' privacy; all requests will be kept confidential. We reserve the right to keep track of what items were requested and when – with no names attached – for internal statistics.

The **Archivist will retrieve requested items from our storage areas** as they are available to do so. Researchers: please be patient with the Archivist if there are many researchers on site!

General Handling Guidelines for archival materials are posted on the wall in the Research Room. Researchers should familiarize themselves with these guidelines before handling any items from our holdings or ask the Archivist for assistance.

Depending on the request, **researchers may be given only one item at a time** (eg. 1 file folder), to prevent records from being mixed-up or misfiled. This is up to the discretion of the Archivist based on the nature of the items requested.

Once researchers are finished with the holdings they requested, they should be handed to the Archivist, who will return them to their folders and/or boxes and our storage area.

Policies for Virtual and Remote Research Services

Our **website** includes general information about the types of records, materials, and subject areas included in our holdings plus links to MemoryNS (more info below), online exhibits of some of our digitized holdings, and our Instagram and Facebook pages, where we regularly post photos and other interesting things in/about the Archives.

Information about some of what's in our holdings is **searchable online via the collective archival database, MemoryNS.** Please see this video for how to use the platform: <https://www.councilofnsarchives.ca/memoryns/> We also have **many things in our holdings that are not listed online!** Please visit or contact us to find out if we have what you're looking for.

For those unable to visit the Archives, CBSA is happy to provide researchers with **up to 30 minutes of free research assistance via email or phone per research request.** Beyond a half-hour, we can conduct research on a user's behalf for \$20 per hour. The Archivist will discuss options with you if your request exceeds or likely will exceed 30 minutes.

Please allow 3 days for an email response or phone call from our Archivist. Our staff and volunteers give priority to visitors on site; email and phone inquiries will be answered in sequence as the Archivist's time permits.

Whether contacting us by email or phone, **the Archivist will ask researchers for basic information about them and the subject(s) of their research.** This information is for the archives' use only, to help us track statistics of the use of our archives as well as the needs of our researchers. Researchers' personal information will not be shared with anyone outside of our organization.

Access Restrictions

While the Archives' purpose is to provide access to its holdings, **some materials may need to be restricted from access for a time** in order to protect private information and provide safe access to the materials in our care.

Materials that may be restricted from access include but are not limited to:

- **Records that contain private information about a living person or people**, the release of which would be considered an invasion of privacy and/or against the [provincial privacy legislation](#) (FOIPOP) and/or the federal [Privacy Law](#). These records are **closed to the public** until they are beyond the period defined by relevant privacy legislation.
- Personal details about a person **deceased less than 25 years have restricted access**, limited only to immediate family members of that person or persons. The researchers must produce proof of death.
- Records that have **restrictions placed upon them through a legal agreement with the donor**. Donors are encouraged to agree to open access to the materials in their donation, but reasonable and time-specific restrictions may be agreed upon by the Archives.
- Restriction may be placed on records on the discretion of the archives if they contain **racist or potentially harmful information**.
- If an **item requested is fragile** and providing access to it might result in further damage. If this material has not been digitized already, we can do so upon request, so that researchers can access a digital copy.
- Any materials in the Archives' holdings that are **not fully processed are closed to the public until processing is complete**. If you are interested in viewing something that you know we are working on, please let us know and we can contact you once the materials are available for use.

Staff and volunteers of the Archives will inform researchers of specific access restrictions on any materials in our holdings and the date when the restrictions will be lifted. This information may also be included in our Finding Aids.

The Cow Bay Surfers' Archives reserves the right to deny access to anyone who disregards the procedures for safe care and handling of archival materials, trespasses in restricted areas, and/or is disrespectful to staff, volunteers, or other researchers.

Digitization and Copies of Archival Holdings

We allow use of cell phone cameras and handheld scanners in the Research Room. We recommend researchers ask staff before they begin photographing/digitizing any archival materials whether they are (or may be) protected by copyright.

The Archives abides by the [Canadian Copyright Act](#) when digitizing or making copies of any items in our holdings. As per the Act, the Archives can provide a **single copy** of many of its holdings for **personal research purposes only**.

Wait times for digital copies can be up to three days. Photocopies can typically be done while you wait.

Copyright restrictions may prevent researchers from using copies in publications and/or online. Please speak to the Archivist if you plan to use the copies requested in a publication and/or online.

For **materials in our holdings that are in the public domain**, the Archives asks to be **cited** when the holdings are used. Please mention us in social media posts by way of @CBSurfarchives and/or include a citation within your research such as:

Author last name, Author first name. (Year, Month, Day). Title of material. [Description of material]. Name of Collection (Call number, Box number, File name or number, etc.). The Cow Bay Surfers' Archives, Cow Bay, NS.

Copying, Digitization, and Usage Fees

- Onsite research: by donation
- Photocopies: 25¢ per page plus applicable postage fees for remote researchers
- Digitization:
 - \$2 per page/image for PDF scans
 - \$10 per image/page for high-resolution (300+ ppi) scans
 - Digitization of large-format items such as maps must be outsourced; please ask the Archivist about obtaining a quote.
- Remote research requests: 30 minutes free; additional time, \$20 per hour

CBSA Events & Facility Rentals

Whenever possible, the CBSA opens the Research Room to CBSS community events and meetings. We welcome all community members, regardless of whether they surf! Children under the age of 13 must be accompanied by an adult.

The Archives' Research Room, Photo Gallery Room, and/or Boardroom can be requested for use by other community organizations for a small donation to the CBSA. Please contact us for details. Non-members of the CBSA may also request use of the space for a donation.