



## GUIDE FOR RESEARCHERS



The Canadian Railroad Historical Association (CRHA) operates an Archives and Documentation Centre accredited by Bibliothèque et Archives nationales du Québec (BAnQ). In 2014, the Canadian Pacific Archival fonds, owned and managed by the CRHA, was designated as of outstanding significance and national importance by the Canadian Cultural Property Export Review Board.

The purpose of this guide is to provide researchers with basic information in order to increase awareness of and access to our resources. Specific policies and procedures may complement the information in this guide. Their existence will be indicated in the appropriate sections.

The Archives and Documentation Centre is responsible for managing, preserving and making accessible the documentary heritage of which it is the custodian, for the benefit of all. One of its priorities is the management and dissemination of its contents as well as the reference services offered to researchers, internal and external clients.

### 1. Offered Services

The archivist can introduce the researcher to the databases and research tools, guide his/her research, help identify the relevant documents in the fonds and collections, and suggest other research avenues, if necessary, as well as provide research assistance. The assistance provided will be facilitated if preliminary preparation has been carried out by the researcher.

By telephone, the archivist can provide general information and make an appointment with the researcher, but any reference request must be made in writing (see the Research Request Form). Applications should be as specific as possible and specify the purpose of the search and, if an appointment is desired, the date and time of the appointment. If the descriptions of the desired documents are known, the researcher may request that they be taken out before arrival.

It is also possible to ask the archivist to perform the required research, using the same Research Request Form. It should be noted that a fee is charged in this case. Similarly, other fees may apply for the reproduction of the documents found. See the [CRHA Pricing Policy](#) for full details.

### 2. Business Hours

The Archives and Documentation Centre is open during the week, from Monday to Friday from 9AM to 12PM and from 1PM to 4PM. Consultation is by appointment only.

The entrance is through the door to the right on the second floor of the main pavilion (Angus).

### 3. Available Documentation Resources

The Archives and Documentation Centre maintains more than 275 private fonds and collections from railway companies, such as Canadian National, Canadian Pacific and Grand Trunk; manufacturers, including Montreal Locomotive Works and Canadian Car & Foundry; important people such as Charles M. Hays and William C. Van Horne; former railway employees and enthusiasts of railway history.



## GUIDE FOR RESEARCHERS



A list and description of the archival holdings and private collections held by the CRHA can be found in the general statement of fonds, available on our website at: <http://www.exporail.org/archilog/index.php?lang=en>.

Archives Search Portal: <http://www.exporail.org/archilog/index.php?lang=en>.

The Centre also contains over 10,000 books and journals on the history of rail transportation in Canada from 1773 to the present - the largest collection of its kind in Canada.

Documentation Search Portal: <http://www.exporail.org/bibliotek/index.php?lang=en>.

### 4. Accessibility to Documents

Before entering the consultation room, the researcher must read the complete rules of the Archives and Documentation Centre. We give here an overview of these rules. See the Regulations for the Users of the CRHA Archives and Documentation Centre for full details.

Most documents can be consulted on-site, by appointment and according to the rules and restrictions available in the document Regulation for the Users of the CRHA Archives and Documentation Centre (available online and on request). No document may be consulted outside the Centre.

### 5. Practical Information

#### a) Contact Information

Address :  
110, Saint-Pierre Street  
Saint-Constant (Quebec) J5A 1G7

Email : [mylene.belanger@exporail.org](mailto:mylene.belanger@exporail.org)  
Phone : 450-632-2410 #237  
Fax : 450-638-1563

Website : <http://www.exporail.org>

#### b) Amenities

The Archives and Documentation Centre includes work tables, two computers with Internet access, a microfilm/microfiche reader and electrical outlets for connecting laptops. It is also possible to request access to a light table and a slide viewer.

There is a toilet and a drinking fountain inside the pavilion where the Centre is located. The pavilion café offers on-site dining (seasonal), a microwave oven and tables. The Pavilion Shop also offers access to a coffee machine, cold drinks and snacks.



## GUIDE FOR RESEARCHERS



### c) Finding Us

The Archives and Documentation Centre is located on the 2nd floor of the Exporail Angus Pavilion. Find us on [Google Maps](#).

### d) Parking, bus and train

For more information, please go to <http://www.exporail.org/en/plan-your-visit/address-and-access/access/>. Note that there is free parking on the Exporail site.

## 6. Use of Documents

### a) Reproduction

A photocopy and scanning service is available for the appropriate documents.

Photocopies and scans are made by the archivist. A delay in the photocopying and scanning service may be necessary if the nature of the request so requires. Photocopies and other reproductions are made for research or private study only. They can not be used in a public broadcast without having obtained a written licence and having paid the applicable fees. The pricing policy is available online at: <http://www.exporail.org/en/archives-centre/pricing-policy/>.

The archivist reserves the right to determine the possibility of making reproductions.

### b) Publication and Citation

In the case where the researcher uses information from archival documents from the Archives and Documentation Centre for publication purposes, complete and exact references must be made to cited documents. The required formulation for the reference will be detailed in the agreed, signed licence. Researchers assume full responsibility for any use of reproduced documents, including but not limited to conformance with all applicable confidentiality provisions and copyright law.

### c) Rights of reproduction and publication

In order to use an image from a document in a publication of any kind, the researcher must acquire a licence and pay a user fee. The fees are listed in a tariff available on line, which may be consulted for more information: <http://www.exporail.org/centre-d-archives/politique-de-tarification/>.

Publications include, but are not limited to: books, magazine articles, web sites, virtual exhibitions, televisual productions, film productions, and multimedia or artistic productions.

*This Guide for Researchers is in effect as of the date of its adoption by the Executive Committee of the CRHA. Adopted September 20<sup>th</sup>, 2017.*