



## Research Requests

For everyone's health and safety, all visits to Scott Manor House will be in accordance with all public health protocols. COVID-19 measures are in place, nonetheless, visiting is **at your own risk**.

**Research Requests** (e.g. family history or personal research, scholarly activity) will be by **Appointment only**. Appointment approvals are at the discretion of the Fort Sackville Foundation, the registered charity that manages Scott Manor House. Appointments to visit Scott Manor House for research must be requested in advance (no drop-ins). Please describe your reason for visiting and if there are any specific resources you are interested in seeing. Request a research appointment by emailing [scott.manor@ns.sympatico.ca](mailto:scott.manor@ns.sympatico.ca) or by phone 902-832-2336.

The following conditions must be adhered to if permission is granted for you to come to the House for research:

- All COVID-19 (coronavirus) precautions must be followed during your visit.
- Masks (nonmedical face coverings) **are** required at all times during your visit.
- A representative of the Fort Sackville Foundation will guide you through your visit.
- You are required to provide your name, telephone number and if possible, your email address.
- Physical distancing is recommended during the entire visit. Respect any health and safety instructions given by your host.
- Use hand sanitizer when you enter and leave the building.
- Do not touch the objects on display.
- Ask permission before handling reading room resources and other research materials.
- Wash or sanitize your hands before and after handling resource materials, and if required by the host, wear the disposable gloves that are provided when working with resource materials.
- Do not re-shelve materials. Leave them in the designated workspace you are assigned.
- Photography is permitted. Permission to reproduce or publish materials in any form that is not for personal use is required; reproduction for commercial purposes is strictly prohibited.
- Do not visit – remain at home if:
  - you are feeling unwell;
  - you have symptoms of coronavirus; or
  - you are required to self-isolate for any reason.
  - Check the Nova Scotia government website for more information <https://novascotia.ca/coronavirus/>.

There is no entry fee for Scott Manor House; donations are always appreciated and can be made online through our website: <https://scottmanor.ca/donate/> or in a donation box in the house.

Thank you in advance for your interest in Scott Manor House and for keeping everyone safe by following the protocols. Email us for more information: [scott.manor@ns.sympatico.ca](mailto:scott.manor@ns.sympatico.ca) .

### Fort Sackville Foundation

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