



Union of BC Indian Chiefs Institutional Membership

The UBCIC Resource Centre is a private, non-profit library and archives serving the needs of the UBCIC staff and the member communities of the UBCIC. To serve the institutions, corporations, businesses, and organizations beyond our primary users and who reside within the Lower Mainland geographic area, we are offering an institutional membership to the Resource Centre.

Membership Categories

Non-Profit Organization members - \$350 annual fee

Non-profit public interest organizations may apply for Non-Profit Organization membership. Three membership cards are included with this membership and the cards may be used by anyone within the institution (proof of status required). Borrowing privileges are granted only to those persons carrying membership cards and in accordance with the UBCIC Resource Centre loan policies. Additional cards are available at \$100 each for a maximum of six cards per organization.

Non-Governmental Organization members - \$350 annual fee

NGO institutions, including other Aboriginal organizations, may apply for Non-Governmental Organization membership. Three membership cards are included with this membership and the cards may be used by anyone within the institution (proof of status required). Borrowing privileges are granted only to those persons carrying membership cards and in accordance with the UBCIC Resource Centre loan policies. Additional cards are available at \$100 each for a maximum of six cards per organization.

Institutional members - \$800 annual fee

Law firms, corporations, businesses and government departments may apply for institutional membership. Three membership cards are included with this membership and cards may be used by anyone within the institution (proof of status required). Borrowing privileges are granted only to those persons carrying membership cards and in accordance with the UBCIC Resource Centre loan policies. Additional cards are available at \$100 each for a maximum of six cards per institution.

Post-secondary education institution members

Post-secondary education institutions/departments are welcome to apply for membership to the UBCIC Resource Centre for their students and faculty. Each membership agreement will be handled on an individual basis between the institution and the UBCIC based on the needs of the institution and the availability of UBCIC Resource Centre staff and resources. Please contact the UBCIC Resource Centre for more information about applying for this membership.

Terms of Membership

All memberships are non-transferable and non-refundable.

All institutional membership applications are subject to approval by the UBCIC Resource Centre Institutional Membership review committee. You will be notified of approval within 5 business days of submitting your application, all membership fees must be paid in full before library cards are issued and access is granted to the Resource Centre.

Fees are paid annually, and membership may be purchased at any time during the year. The expiration date appears on membership cards. A renewal notice will be sent one month prior to membership expiration. A membership card plus proof of affiliation with the member institution (ie. employee ID or current business card) must be displayed for an individual to gain access and privileges to the UBCIC Resource Centre. Membership requires application and advanced payment of the annual fee. The UBCIC Resource Centre retains the right to refuse membership and to determine the appropriate category of membership for applicants.

Membership may be terminated at the discretion of the UBCIC Resource Centre. Nonpayment of charges for 60 days, non-return of overdue or recalled materials for 10 days and failure to observe the UBCIC ethical research policy guidelines are all grounds for termination. It is the responsibility of the institution who holds a membership to pay all fines/charges incurred by those individuals within their institution.

What will a UBCIC Resource Centre membership give your institution?

Library Card

Members are issued 3-6 UBCIC Resource Centre cards (depending on the number of cards purchased with membership). This card must be presented at each visit by the person using the Resource Centre to gain access and for borrowing privileges. If a library card is lost, report the loss immediately to the UBCIC Resource Centre and a replacement card will be issued at a cost of \$20.00. Any loans made with the card before it is reported lost will be the responsibility of the member institution.

Borrowing Privileges

As a member institution you may have on loan up to 10 items per card at a time from the circulating collection of the UBCIC Resource Centre. Some Resource Centre materials are not a part of our circulating collection and therefore are not available for loan. These include but are not limited to: Archival materials, Reference materials, Special Collection materials, periodicals, vertical file material, videos, microfilm/fiche materials and any other materials determined by the UBCIC Resource Centre staff to be non-circulating. All items loaned may be borrowed for two weeks and may be renewed up to two times for a further two weeks each time. If a hold has been placed on an item it cannot be renewed but can be placed on hold. An item on loan to you may be recalled if it is urgently required by UBCIC staff or a community researcher from a member community of the UBCIC. All loans must take place at the UBCIC Resource Centre, we do not provide distance loaning. Renewals may take place over the phone or e-mail. Items are to be returned on or before the due date. All overdue items will be charged a \$1.00 fee per item per day. If the item has not

been returned within two weeks of the due date the member will be invoiced for the replacement cost of the item and a non-refundable service fee of \$30.00.

Inter-Library Loans

As a member institution you have access to the UBCIC Resource Centre's Inter-Library loan (ILL) networks. If we do not have an item in our collection and it is available at another library we have ILL borrowing privileges with we can borrow this item for you on your behalf. The UBCIC Resource Centre can borrow materials from most Canadian Public and Academic libraries. We can also borrow microfilm from the National Archives of Canada and the Hudson Bay Archives on your behalf. All ILL related charges, including shipping, are the responsibility of the member institution.

Reference services

Due to limited staff reference services will be offered on a limited basis. Each new member institution will be given an orientation tour of the UBCIC Resource Centre upon their first arrival. Group tours can also be arranged. This tour will include a brief orientation of our catalogue and databases as well as instructions on locating items in the Resource Centre. Our reference staff are highly qualified to answer your questions and are very familiar with the resources in our Resource Centre and elsewhere. Our reference staff will be available to answer all in-house questions during regular office hours. Phone, e-mail and fax reference services are limited to simple requests only. The reference staff will not do research for you, instead they can help guide you towards the resources that will help you answer your research questions.

Other Services

Reproduction and Photocopy Services

There is a self-serve photocopier located in the UBCIC Resource Centre. Copies can be made at 20 cents for a single-sided copy and 30 cents for a double-sided copy. There is also printing available on our two microfilm/fiche machines for 30 cents per copy. Depending on the availability of staff the UBCIC Resource Centre may perform photocopying services. Each request will be evaluated individually based on the size of the request and the estimated staff time to complete. Should you require more extensive research services please refer to our Contract Researcher service outlined below. Generally the UBCIC Resource Centre will charge 50 cents per page for photocopying plus any related shipping charges and 75 cents per copy plus any related shipping charges for printing from the microfilm/fiche machines. A billing service can be set up for photocopy and related charges. For more pricing information regarding our reproductive services please refer to our fee schedule. *Please note that institutional members fall under the Non-member category of fees. The member community fees refer to those First Nations who are members of the Union of BC Indian Chiefs.*

Contract Researchers

If your institution wishes to hire someone to undertake research and/or locate and consult records at the UBCIC Resource Centre on your behalf, we can provide you with a contract researcher. Charges for this service are \$50.00 for each hour of research plus any related copying charges. Please contact the Resource Centre should you wish to hire a contract researcher or for more information about this service.

Workshops

On request, the Resource Centre along with our research department can provide small customized research workshops for a fee. Some of the workshops we can offer that may be of interest to your institution are:

- Reserve Establishment Research
- Researching the Indian Land Question: Historical Maps
- Navigating Information Sources: Archival Land Rights Research
- Research Methods: Strategies and Techniques for Land Rights Research

Please contact the Resource Centre for more information about how we can create a customized workshop for your institution and for pricing information.

For more information:

Full details of charges and eligibility, and application forms are available at the Resource Centre.

Location: 342 Water Street, 4th floor, Vancouver, BC

Phone: (604) 684-0231

Fax: (604) 684-5726

E-Mail: library@ubcic.bc.ca

Website: <http://www.ubcic.bc.ca/department/library.htm>