

Archives collect primary materials such as correspondence, blueprints, maps, photographs and manuscripts. Because of the diversity of their materials, archives usually develop a variety of finding aids for researchers. Until you become familiar with the finding aids and arrangement of material in the Beaton Institute, you will require some help with your research. Please ask our staff to point you in the right direction... that's what we're here for!

The Beaton Institute has the following tools to help you find materials. In order to look at an item found in the index: Please fill out one of our forms with your information and provide it to the person at the main desk so they can retrieve it for you.

- Book and Pamphlet Index. This is a card catalogue which lists items by subject and title. Our books acquired after 1990 are also listed in Novanet.
- Subject Index. Our largest index to our primary holdings is the subject index. If you look up a subject such as "Mining" you will be pointed towards a variety of materials, such as scrapbooks, articles, surveys, blueprints, etc. These materials will also span a variety of collections; they may have been donated by independent researchers, students, faculty members or companies.
- Genealogical Tools. Most people conducting genealogical research in the Beaton start with our Family Tree Index, and move on to our List of Church Records of baptisms, marriages and deaths (please be advised that there are some restrictions on these records due to privacy issues). Other tools vary depending on your questions, but may include Newspaper Indexes such as those for *The Casket*, *Cape Breton Post*, and *Highlander*. We also hold indexes to the St. George and Sacred Heart records (the oldest church records in this area).
- Tape Index. The tape index lists collector and informants for tape recorded interviews and events. Please be advised that this collection is currently closed for preservation reasons as we progress with its digitization. Appointments may be made to discuss this with the archivist.

- Photo Index. The photo index lists photos by subject. We have an extensive collection which includes photos of Cape Breton industry, places, and people.
- Other indexes. These other tools include the Cape Breton Music Index (listed by tune), Newspaper Indexes (mentioned above in Genealogical Tools) and our Gaelic Index for materials such as pamphlets, song books and recordings.

Fees:

- There are no fees charged for individuals to do research in the Beaton Institute.
- Photocopying is available at a student rate of \$0.15 and non-student rate of \$0.25, \$0.50 for 11” x 17”
- Printing from microfilm must be done by Beaton staff, at a cost of \$1 per page.
- Fees are also charged for scans of photos, use of Beaton images, and copyright research surrounding photo reproduction. Please also allow approximately 14 days for the completion of photo reproduction requests. A rush service is also available for an additional fee.

Please note:

- We are open from 9-4 for your convenience, with last retrievals at 3:45.
- Many of our items are one-of-a-kind. In order to keep them at their best, please respect our collections by following these guidelines:
 - place bookbags on the reading room shelves, or on the floor
 - to prevent staining, use pencils and don't bring in food or drink
- For safekeeping, our materials cannot be removed from the Beaton.
- When using reading room computers, save work to discs or portable drives. Wireless is also available for those using laptops.
- Please talk quietly and respect other researchers.
- The Beaton is also available as a quiet study space for students.

Our knowledgeable staff is available to answer your questions!