



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

email [aca@archivists.ca](mailto:aca@archivists.ca) [www.archivists.ca](http://www.archivists.ca)

## Institutional Member Application or Renewal for 2017

*The fees identified below provide ACA membership for the calendar year January 1 to December 31, 2017, including online Archivaria #83 & #84.*

Name of Institution: \_\_\_\_\_

Type of application  Renewal of member ID \_\_\_\_\_ or,

**Note, Renewing Institutions:** please visit <https://www.members-archivists.ca> to update your coordinates.

New (please complete contact information immediately below)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_

Postal Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Country: \_\_\_\_\_ (Please identify country if outside Canada)

### Code of Conduct:

*We will comply with the Code of Conduct and accept the "Conditions for the Use of ACA Online Publications" document for the e-Archivaria on-line collection. (see details, p.2)*

Signature: \_\_\_\_\_

<b>Membership Fee</b> (Institutional member)  Please select your category (# Employees involved in the Archives)	Select your location  Request print copies of Archavaria <input type="checkbox"/> (Kuuwgu"% 5"( "% 6, \$20 + \$""shipping)								
Donate _____ <b>Foundation Donation (ACAF)</b> A tax receipt is provided for \$50 or more \$	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Subtotal</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">Shipping</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;">' GST-HST</td> <td style="text-align: right;">\$</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>\$</b></td> </tr> </table>	Subtotal	\$	Shipping	\$	' GST-HST	\$	<b>TOTAL</b>	<b>\$</b>
Subtotal	\$								
Shipping	\$								
' GST-HST	\$								
<b>TOTAL</b>	<b>\$</b>								

For ACA functions, our Institution's two official representatives are: (please print)

1. name: \_\_\_\_\_ e-mail: \_\_\_\_\_

2. name: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Payment Method:** Please select your method of payment: \_\_\_\_\_

a. Click Print and mail the completed form with your Cheque or Money Order payable to  
*Association of Canadian Archivists at the mailing address above*

b. To pay by credit card, enter your card information, click Print, sign and fax the completed form to ACA:

Name on card: \_\_\_\_\_ Card Number \_\_\_\_\_

Signature: \_\_\_\_\_ Card Expiry Date: \_\_\_\_/\_\_\_\_ (MM/YY)

Receipt to be issued in Name of: \_\_\_\_\_



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**Instructions:** This form can be completed onscreen, then printed and sent to the ACA office, at the address shown above. Simply move your cursor over each input field and click to type or select a response.

### General membership information:

Membership in ACA covers the calendar year, January 1 through December 31.

Receipts:

Membership confirmation and receipt is sent to each member by e-mail (where we have your e-mail address), or by mail.

Deadlines:

- Early renewal draw Dec 31
- Online renewal Feb 28

### Code of Conduct

ACA does not tolerate harassment in any form. In keeping with the principles of its Code of Ethics, the Association of Canadian Archivists is committed to providing a harassment free environment for its members and others who participate at its conference and events. By enrolling as an ACA member, you agree to comply with the Code of Conduct.

The Code of Ethics and Code of Conduct can be viewed at <http://archivists.ca/content/code-ethics>

### Privacy

ACA values the privacy of its members and customers. All information collected is retained and used solely in accordance with our Privacy Policy, which adheres to the *Personal Information Protection and Electronic Documents Act (Canada)*. The use of all information collected is restricted to Association purposes. To view our policy, visit [http://www.archivists.ca/sites/default/files/Attachments/About Us attachments/3 ACA privacy policy final.pdf](http://www.archivists.ca/sites/default/files/Attachments/About%20Us%20attachments/3%20ACA%20privacy%20policy%20final.pdf)

### Canadian Taxes:

Residents in Canada are required to include GST/HST for the province or territory in which s/he resides.

*Archivaria*, Journal of the Association of Canadian Archivists

1. Members of ACA receive access to all issues of e-*Archivaria* online for the calendar year; the "*Conditions for the Use of ACA Online Publications*" for e-*Archivaria* online collection are found at <http://www.archivists.ca/content/e-archivaria>
2. *Archivaria* in print (two issues per calendar year): to order print copies of the two issues for the year, simply tick the field showing 'request a print *Archivaria*' and include the fee, then select the appropriate postage for your delivery location.

Print issues are not subject to GST/HST  
Archivaria print delivery rate  
(subject to rate change by Canada Post)

Delivery to	Rate
Canada	\$15
USA	\$25
International	\$45

### Further Information:

Visit our website at [www.archivists.ca](http://www.archivists.ca)

Call or fax the ACA office at

Phone 613.234-6977

Fax 613.234-8500

e-mail [aca@archivists.ca](mailto:aca@archivists.ca)

\* GST Reg #R106732688; taxes apply to Canadian residents & delivery locations in Canada.

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