

## City of Ottawa Archives

The City of Ottawa Archives is the custodian of permanent and historical civic government records on behalf of the City of Ottawa and its many departments, as well as local, community records with historical value. The City is also the custodian of the holdings of the Historical Society of Ottawa (HSO). The Reference Room also houses the collections of several Partner Organizations of the City of Ottawa Archives, including the

- Ottawa Branch of the Ontario Ancestors (library),
- the Sir Guy Carleton Branch of the United Empire Loyalists (library), and
- the United Church of Canada – Eastern Ontario Outaouais Regional Council (library and records).

These collections are separately managed with their own catalogues. Separate notes on these collections and links to their catalogues are available.

### What do we have?

We acquire, preserve, and make accessible, Ottawa's civic government records for all researchers.

Access to the City of Ottawa archives is provided through our Reference Room, which also holds books that document the history of Ottawa and its former municipalities. Included are indexes to the By-Laws of Ottawa and former municipalities. We also have a complete collection of City Directories for researching historical addresses (1861-2007).

City Archives Website: <https://ottawa.ca/en/arts-heritage-and-events/city-ottawa-archives>

For Research Guides to our collection, please follow this link: <https://ottawa.ca/en/arts-heritage-and-events/city-ottawa-archives/research-tools#section-0f8efc65-f2a3-4204-a23f-a20100373af4>

### How to search our collection

Our collection can be researched on the Ottawa Museums and Archives Collection (OMAC) website through this link: <http://ottawa.minisisinc.com/> The database is used by all of the City of Ottawa's museums, so you will need to filter your search to the City Archives.

### Other items available, include:

- *The Ottawa Journal*, the complete digitized collection via newspapers.com. Visitors are welcome to bring their own laptops to access it from the Reference Room;
- *Ancestry Institution*;
- *The British Newspaper Archives*; and
- *The records of St. Andrew's Presbyterian Church, St. Giles Presbyterian Church, Knox Presbyterian Church, and of the United Church of Canada – Eastern Ontario Outaouais Regional Council. These records are protected by the Privacy Act. Contact us if you are interested in accessing them.*

The Reference Room has two public use computer terminals, and two microfilm readers available for researchers.

*Scanning of certain textual records is available provided the researcher brings in a USB stick. **No photography of photographs is permitted under the Canadian Copyright Act.** Photos can be ordered as digital scans for a fee of \$9.29+hst per photo (4x5 300 DPI scan).*

For any questions about the City of Ottawa archives, please email [archives@ottawa.ca](mailto:archives@ottawa.ca)

## CITY OF OTTAWA ARCHIVES RETRIEVAL REQUEST FORMS:

### **BOOKS:**

Books which you wish to consult during your visit should be identified at least a week prior to the visit.

Further retrievals of books should be possible during the day, depending on the volume of demand.

For advance retrievals (strongly recommended), please provide the Dewey code and title of any books from the City of Ottawa Archives collection that you would like to consult by May 2, 2024.

#### **Name of Researcher:**

<b>Dewey code</b>	<b>Title</b>
-------------------	--------------

### **ARCHIVAL RECORDS HELD IN THE VAULT:**

If you find material you wish to view, please submit your request using the form attached at least a week in advance of your visit, so that staff can retrieve it before your visit.

Limits on the number of boxes per researcher may apply, at the discretion of Reference Room Staff. Same-day box retrievals may be possible, but are not guaranteed.

No new boxes are pulled 30 minutes prior to closing.

Any box requests for Saturday must be placed ahead of time, as staff are not available for retrievals on the weekend.

**Box Retrieval Form:** Please provide the following (initial box orders must be placed no later than May 2, 2024).

**Name of Researcher:**

**Fonds/Series/Item Title:**

**Reference Code:**

**Notes on what you are looking for in these boxes:**