Request to view items from Victoria University Archives

Request a research appointment to review specific records at the Victoria University Archives.

We encourage all researchers to make an Office Hours appointment to discuss their research BEFORE booking a research appointment. You can book an Office Hours appointment online. This is especially helpful if you are new to archival research.

* Required

  Name (First and Last) *
  Home address *
  Email Address *
  Phone Number
    Choose from the list. What best describes your relationship to Victoria University? *   Victoria University Student
      Non-Victoria Student at the University of Toronto
      Staff
      Faculty
      Alumni
      External Researcher (not part of UofT)
      Other...
  Choose from the list. What best describes your relationship to Victoria University? Other...

    Is this research for a course you are enrolled in at the University of Toronto? *   No
      Yes - please enter the course code
  Is this research for a course you are enrolled in at the University of Toronto? Yes - please enter the course code

Please enter your first and second choice of appointment date and time. Staff will contact you to confirm your appointment details.

Preferred Date and Time of Visit
IMPORTANT: Appointments must be requested five weekdays in advance.
There are NO same day appointments. There are NO appointments on weekends.

Regular research appointment hours are between 9:30am and 4:30pm. These hours are subject to change.

  Date *   Month
  Day
  Year

  Appointment Start Time *   Hour
: Minute
  Appointment End Time *   Hour
: Minute

Alternative Date and Time of VisitProvide an alternative date in case the above time slot is already taken.
  Date * Month
  Day
  Year

  Appointment Start Time * Hour
: Minute
  Appointment End Time * Hour
: Minute

Materials Requested and Submission
What materials are you requesting?

List all the Reference Codes and other necessary information. Review the **Requesting Files** handout learn what's required.

Item 1 Name of the Collection, Fonds, or the number *

  Reference Code *
  Title
  Date
Item 2 Name of the Collection, Fonds, or the number

  Reference Code
  Title
  Date
Item 3 Name of the Collection, Fonds, or the number

  Reference Code
  Title
  Date
Item 4 Name of the Collection, Fonds, or the number

  Reference Code
  Title
  Date
Item 5 Name of the Collection, Fonds, or the number

  Reference Code
  Title
  Date
Item 6 Name of the Collection, Fonds, or the number

  Reference Code
  Title
  Date

If you need to request additional items, please complete a second form. For very large requests, email the Archives directly for assistance: archives [at] vicu [dot] utoronto [dot] ca

CHECK THE BOX to acknowledge and accept this use of your personal information.*

Victoria University Archives is asking for your personal information in order to provide public services and access to the Archives under the authority of the Victoria University Act, 1951/1981 8(1). Your information will be used primarily for security and statistical purposes, although it may also be used to contact you for follow-up related to your research. Questions about the collection of your information should be directed to the Chief Librarian, 71 Queen's Park Crescent East, Toronto, Ontario, M5S 1K7, (416) 585-4471.

CHECK THE BOX *   I acknowledge and accept this use of my personal information.