



Association of  
Canadian Archivists  
Association canadienne  
des archivistes

email [aca@archivists.ca](mailto:aca@archivists.ca) www.archivists.ca fax 613 234-8500

## Individual Member & Affiliate Application, 2019

The fees identified below provide ACA membership for the calendar year January 1 to December 31, 2019, including online Archivaria #87 & #88.

See page 2 for detailed information

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

Type:  Renewing member ID \_\_\_\_\_

Please complete the information below if you are a new member or your contact information has changed.

New (please enter your contact information below; please ): Work Home

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

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

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

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

### Conditions for the Use of ACA Online Publications:

In applying to renew or join the ACA, I accept the "Conditions for the Use of ACA Online Publications" for e-Archivaria on-line collection. (see details, p.2)

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

Membership Fee (Individual member)	Select Fee Amount	Select your location
Please select your category (income range)		Request print copies of
<input type="checkbox"/> <b>Donate (GST Exempt)</b>		<input type="checkbox"/> <b>Archivaria (Issues #87 &amp; #88,</b>
<input type="checkbox"/> <b>Sustaining Member</b>		<b>\$20 + \$0 shipping)</b>
Minimum \$30 donation \$ _____		See page 2 for Subtotal \$
<input type="checkbox"/> <b>Foundation Donation (ACAF)</b>		rates. Shipping \$ 0.00
A tax receipt is provided for \$50 or more \$ _____		GST-HST \$
		<b>Please Select % TOTAL \$</b>

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

- Click Print and mail the completed form with Cheque or Money Order payable to  
**Association of Canadian Archivists**
- To pay by credit card, enter your card information, click Print, sign and fax the completed form the ACA.

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

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

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

**Please Note:** To complete this form, reset and print it, download or export the form to .pdf and open with a .pdf reader.

**Reset Form**

**Print Form**

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



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## ACA Interests and Leadership Opportunities

**Special Interest Sections** (please  no more than 3 SIS groups per member)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aboriginal Archives SIS | <input type="checkbox"/> Access & Privacy SIS          | <input type="checkbox"/> Accessibility SIS         |
| <input type="checkbox"/> Government Records SIS  | <input type="checkbox"/> Municipal Archives SIS        | <input type="checkbox"/> Personal Archives SIS     |
| <input type="checkbox"/> Religious Archives SIS  | <input type="checkbox"/> Sound & Moving Images SIS     | <input type="checkbox"/> Technology & Archives SIS |
|  | <input type="checkbox"/> University & College Archives |  |

### Leadership and Committee Interests

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Governance Committee | <input type="checkbox"/> Education Committee  | <input type="checkbox"/> Board of Directors  |
| <input type="checkbox"/> Awards Committee     | <input type="checkbox"/> Ethics Committee     | <input type="checkbox"/> <i>Archivaria</i>   |
| <input type="checkbox"/> Finance Committee    | <input type="checkbox"/> Membership Committee | <input type="checkbox"/> Special Task Forces |
| <input type="checkbox"/> Advocacy Committee   | <input type="checkbox"/> Outreach Committee   |  |

**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 Ethics and Professional Conduct

By enrolling as an ACA member you agree to adhere to the principles of the ACA's Code of Ethics for the professional conduct of archivists and archives professionals. The Code of Ethics can be viewed at <https://archivists.ca/content/policies-and-codes>.

### 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. Our [policy is online](#).

### GST/HST

**5 %:** BC, AB, SK, MB, QC, YK, NT, NU  
**13 %:** ON, NB, NL  
**14 %:** PEI      **15 %:** NS

### 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 <https://archivaria.ca/index.php/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)  
 or contact us:  
 e-mail [aca@archivists.ca](mailto:aca@archivists.ca)

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