

## Federated Women's Institutes of Ontario

R. R. 1,  
St. George, Ontario  
NOE 1N0

February 3rd, 1975

Memo to all Secretaries:

Please pass this on to your Tweedsmuir History Curator

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### CURATORS BEWARE!

Under no circumstances should you loan your Tweedsmuir History to anyone outside your community, either to scan the information or to copy it.

If someone expresses interest in seeing the material collected in your history, have them go to the home of the curator or, if this is not possible, the branch executive should be consulted to ensure adequate supervision of the Tweedsmuir History can be maintained.

There is deep concern regarding individuals seeking reproduction of photographs or documents. It depends on the make-up of your book whether they can be removed and, in many cases, it is not possible.

However, we strongly advise you, as curator, to ask for a \$25.00 deposit for each photograph or document. After you have had the reproduction made, return the \$25.00. Costs for the reproduction are to be borne, of course, by the person requesting it.

Never let these precious items out of your hands!

Our Tweedsmuir Histories can be microfilmed, free of charge, at the Archives of Ontario in Toronto only and anyone can contact that office to view the film.

Hester Walker  
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Mrs. R. C. Walker,  
Provincial Curator,  
F.W.I.O.

HW:mr