

Archives search room rules and regulations

How do I sign in?

All visitors to the search room are expected to join the County Archives Research Network (CARN). When appropriate ID is not available, a temporary day pass may be issued.

On every visit, write your name in full and sign the search room register and hand your CARN ticket (or temporary day pass) to the member of staff on duty. **By doing so, you agree to observe these rules and regulations.**

What can I bring into the search room?

Only notes for your research, laptops and cameras (but not their cases) are allowed at the search room tables. Lockers are provided for your personal belongings and you must leave all bags, coats and other items in them.

Always use a pencil. Pens of any kind are not permitted.

Mobile phones should be switched off or turned to silent mode. Calls must not be made or received in the search room.

The following items are not permitted in the search room under any circumstances:

Bags (including laptop and camera bags), food (including sweets and chewing gum), drinks, pens, scanners, sharp instruments (including knives and scissors)

How do I request an original document?

Requests for documents must be made on the forms available at each table in the search room. A maximum of three items may be requested at any one time.

Requests for documents will be accepted during opening hours, at the discretion of the duty archivist.

Most documents are available on demand. However, we may not be able to produce documents that are fragile, contain sensitive personal information or from collections that are not yet catalogued. Please ask a member of staff for further information. We also do not normally produce original documents that have been microfilmed.

How do I use an original document?

Always handle documents with extreme care and avoid marking them in any way. If you are not sure how to handle a document, please ask a member of staff to help.

Foam book rests should be used for all large volumes.

Never lean or press on a document.

If you accidentally damage a document or microfilm, please report it to a member of staff immediately.

Is there anything else I need to know?

Please show consideration for other users when speaking to staff or other searchers. While your research may be very interesting to you, not everyone may want to hear about it.

Although young children are allowed in the search room, we ask that they remain quiet and do not disturb other users.

Visitors failing to observe these regulations or behaving in a disruptive manner may be asked to leave and, in extreme cases, will be deprived of access to the search room facilities.