



Our records are unique and irreplaceable

For this reason we ask all our visitors to read and sign the visitors book agreeing to abide by the following:

- **Pencils** only – other writing materials may cause irreversible damage to the documents.
- **All** bags and coats must be placed in the lockers which are provided free of charge in the reception area. This includes: **hand bags, camera bags, laptop and tablet cases and zipped folders.**
- **Mobile phones** should be on silent and should only be used in the areas **outside** the searchroom.
- The use of a **camera** and other copying equipment requires the permission of the Duty Archivist.
Charges apply – please ask for details.
- Use of a **laptop** is permitted.
- Please handle the documents, photographs and books in our custody with care and follow the guidance given by the searchroom staff.
Book rests, cushions and weights are provided.
- All documents, books, microfilm, microfiche etc. must be returned before leaving the searchroom.
- Please do not take any **food or drink** beyond the barrier (including sweets and chewing gum).
- In consideration to all our users please keep **noise** to a minimum.

Computers:

- **Computers** are available free for the use of all our visitors. You will be required to accept the terms and conditions of the Computer Acceptable Use Agreement on screen before each session.

Reproduction:

You must seek permission to reproduce any material from our collections. This will include the use in **publication, exhibition, display, website or any other media**. Please ask a member of staff for details.

You will be required to show your Readers ticket to reception staff whenever you need to pass through the barrier in the reception area.

We reserve the right to refuse admission to any visitor who, in the view of a senior member of staff is unable or unwilling to comply with these regulations.