

ARCHIVE CENTRE READING ROOM

Please observe the following rules when consulting material.
They are to ensure the protection of our documents,
and for the consideration of other readers.

COATS AND BAGS. If you have a coat, please give it to the archivists for storage in the office. Umbrellas should be left in the hallway outside the Reading Room. Bags should be stowed under the window in the Reading Room.

Sign the VISITORS BOOK on arrival each day.

Use a PENCIL ONLY for manual note-taking.

The use of COMPUTERS is allowed if the sound is turned off. Please ask the archivists if you need an international plug adapter; we have fire regulation-compliant units.

Fill in DOCUMENT REQUEST SLIPS to order material. Press firmly so that the reference number is visible on each sheet of the request slip. You may ask for up to five files, bundles or volumes at once, but must consult them one at a time.

REQUESTED ITEMS will be weighed for document control and left on the windowsill for you to take, one at a time, as you are ready. Take each file or volume in turn to the table to look through it.

Please handle manuscript material with CARE:

- Lay documents flat on the table and use foam book-rests for bound volumes.
- Do not mark or lean on the papers or volumes.
- Do not set your notes or other personal effects on documents or volumes.
- Tracing of maps or other documents is not allowed.
- Do not lick your fingers when turning pages.
- Ensure that documents are returned to the same file, in the same order, that you received them.
- Do not remove items for photocopying; please request acid-free paper slips from the archivists for marking the pages to be copied.

DO NOT EAT, DRINK, chew gum or smoke anywhere in the library building. Bottles of water with screw-on caps are allowed in the library building *outside* the Reading Room.

Turn your MOBILE PHONES OFF unless they are being used for photography. In any case they must be silent.

PHOTOGRAPHY is permitted under certain conditions which are given on the licence form, available from the archivists.

**THE ARCHIVISTS WILL GLADLY
GIVE YOU ANY INFORMATION OR
ASSISTANCE THEY CAN**