



Searchroom Rules

You can help us to care for the records by handling them carefully. Many of the records we look after are unique and irreplaceable.

- Only pencils may be used. (Pens can cause permanent damage to documents).
- Please do not mark the document in any way. (To avoid this, do not use a pencil to point out a word in the document).
- When finished with a document, please either leave it on the table and tell a member of staff you have finished with it; or place it on the trolley just outside the searchroom
- Do not have part of a document extending over the edge of the table. (It might get knocked off by someone walking past).
- If you notice any damage to a document please report it immediately to a member of staff. (This helps us to identify the items that need repair and will avoid us blaming you).
- Avoid leaning on the documents with your hands or arms. (We have snake weights you can use to hold pages down safely).
- When you are writing notes do not lay your notepaper on top of the document.
- No food or drink is allowed in the searchroom.
- No bags, briefcases or rucksacks are allowed in the searchroom (they can be stored in the lockers provided).
- You may be asked to wear gloves if you are handling photographs, negatives or photographic slides.
- You are welcome to bring a camera/camera phone with you. Flash photography is not allowed. Copying restrictions apply to some types of records. Please ask a member of staff for more information.