

Research Room Guidelines

We welcome anyone with an interest in national, local or family history into the research room. Many of the documents you will use during your visit can't be replaced so here are some guidelines we ask you to follow so that they are preserved for future generations.

General guidelines:

- Use pencils only.
- Please leave all bags and coats in the locker provided.
- Please do not bring food and drink into the research room, not even sweets.
- Set mobile phones to 'silent' mode in the research room as a courtesy to other researchers.
- If you need extra help during your visit – please ask us so we can make things easier for you.

When working with original documents, please:

- Make sure that your hands are clean and dry – ask us for gloves if you are using photographs.
- If you have recently used hand sanitizer, please wash your hands to prevent chemicals from getting on to archival documents.
- Use supports and weights for volumes and maps – ask our staff if you are not sure where these are or how to use them.
- Use a soft leaded pencil for notes and rest your paper on the table not the document.
- Keep individual items in a bundle in their original order.
- Always ask our staff before you take your own photographs.
- Purchase a camera pass from Reception and complete a copyright form.
- Ask us for protective equipment (mask and gloves) if you suffer from any dust allergies or respiratory conditions.
- If you are using documents relating to living people please be aware that your research may count as 'processing' under the Data Protection Act 2018. This may mean that we will ask you to sign a researcher undertaking before you can access certain material. If you'd like more information about this, please ask.

Our staff are here to make sure that you have an enjoyable and productive visit so please ask them if you have any questions about handling original documents or using the research room and Heritage Hub facilities.