



Guidance for depositors wishing to temporarily withdraw their own records

- Please contact the Collections Management team on 01452 425294 with as much notice as possible (a minimum of two weeks in advance of the event)
- Alternatively you can email us at archives@gloucestershire.gov.uk
- We will want to know details of the documents you wish to take out (including specific catalogue references where possible), the date and nature of your event, and a date for the documents to be returned.
- We will then contact you to arrange a specific date and time for you to collect the documents. You will be asked to bring some form of ID with you (a photo driving licence or passport is ideal).
- If someone other than the owner will be calling to collect the documents, they must bring ID and a letter (or printed out email) of permission from the owner.
- You will be asked to sign two copies of a “temporary withdrawal” form when you collect the documents. We keep one copy as part of our tracking process; one copy is for your own reference. The form will include the agreed return date.
- Your documents will be handed out to you in appropriate packaging, including an archive storage box if necessary, along with handling instructions.
- We ask that documents are returned as promptly as possible, for their security. However, if you do need to change the agreed return date, please contact the Collections Management team to arrange this.
- If you wish to bring in additional material when you return the loaned items, please let us know as soon as possible beforehand. This will help us keep control of incoming material. Please keep the new material separate from the loaned items

If you have any questions which are not covered here, please contact the Collections Management team on 01452 425294