

Library and Archives Reading Room Regulations

Access

1. Visitors may request items from the Archives or Special Collections using the document request slip provided.
2. Items may be ordered up to 30 minutes before closing time.
3. Only one item from the Archives or Special Collections will be issued to visitors at any one time; the remainder will be held by the Reading Room supervisor.
4. All items must be returned to the Reading Room supervisor after use.
5. Any items required the following day will be held over on request by the Reading Room supervisor.
6. Sharp instruments of any type (for example, scissors, staplers, hole punches, pen knives or pencil sharpeners) are not permitted.

Copying

7. Photocopying facilities are provided for those visitors who wish to copy materials in the Archives and Special Collections.
8. All Archives and Special Collections materials to be copied must be shown to the Reading Room supervisor.

Self-Service Digital Photography

9. Visitors who wish to use a camera to take photographs of materials in the Archives and Special Collections must complete a Photography Permit which is available from the Reading Room supervisor.
10. The use of scanners and other copying equipment is not permitted.
11. The use of flash photography is not permitted and the camera must be turned to 'silent' mode.

Digital Photography and Scanning Service

12. The Museum offers a digital photography service for visitors who cannot take their own photographs.
13. The Museum also offers a digital scanning service for some materials where this fits with the Preservation Policy.

14. Visitors can request digital copies of materials by filling in the Digital Copying Request Form available from the Reading Room Supervisor.
15. Please note that prepayment or the provision of credit/debit card details may be required when you submit an order.
16. Digital copies can be sent to visitor by email or on a CD-Rom or as printouts.

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