

SEARCHROOM REGULATIONS

The great majority of the records we hold are unique and irreplaceable. Many are also fragile. For these reasons, we ask all visitors to sign the visitors' book to indicate that they have read, understood and agreed to abide by the following regulations. The information you provide in the visitors' book is required for our own business purposes and will not be disclosed to other parties, other than in the interests of security.

- ◇ **No smoking anywhere within the County Record Office buildings.**
- ◇ **Food and drink (including sweets) must not be taken beyond the barrier.**
- ◇ **Bags (including handbags and plastic carrier bags), coats and brief cases must be left in the lockers provided in the Reception area.**
- ◇ **Pencils only may be used in the searchroom**
- ◇ **Documents, photographs and books in the custody of the record office must :**
 - be handled with great care**
 - not be marked in any way**
 - not be removed from the searchroom**
- ◇ **Use of cameras, or other copying equipment, requires the permission of the duty archivist.**
- ◇ **Noise must be kept to a minimum. Dictation machines and typewriters are not permitted, and mobile telephones must be turned off.**

By signing the visitors' book, users accept the terms and conditions set out in the Computer Acceptable Use Agreement. Please note that the computer facilities do not include restricted internet access for children. If you would like your child to use these facilities, please ask staff. The record office cannot be held responsible if children help themselves to a computer with full internet access.

If you wish to publish reproductions or transcripts of our records in publications, exhibitions, posters, websites or any other media you must first inform a member of staff and may be required to complete an application form. This will establish if the record office holds any objection to the records in its care being used for the purpose expressed.

We reserve the right to refuse admission to any visitor who in the view of a senior member of staff is unable or unwilling to comply with searchroom regulations.

Any visitor who engages in behaviour which is offensive or threatening to other users or staff will be asked to leave the premises.