

## **HEREFORDSHIRE ARCHIVE SERVICE**

### **SEARCHROOM REGULATIONS**

When using the search room, we ask you to abide by a few simple rules. These are intended solely to ensure the protection and continued preservation of the documents issued to you and to encourage a productive and efficient working environment.

Most of the documents issued are unique and irreplaceable, therefore we ask that you treat them with care and respect.

- ◇ All mobile phones must be switched off or set on 'silent' in the search room.
- ◇ No bags (including handbags and laptop bags) are allowed in the search room. Lockers are provided for these.
- ◇ Pencils only – strictly no pens.
- ◇ No food or drink (including chewing gum) may be consumed in the search room.
- ◇ Readers will be issued with one document or one volume or file at any one time. Further items will only be issued after these items have been returned to the issue desk.
- ◇ Documents should be treated with the utmost care. Do not lean on them or apply unnecessary pressure. Suitable document weights and volume supports are available where necessary.
- ◇ Do not make any mark upon the documents.
- ◇ The original order of loose papers within a file should not be disturbed. No material can be removed from the search room for any reason.

Finally, please respect other people and try to keep noise to a minimum. The search room is a place of research and the nature of the material consulted often requires intense concentration. It is unfair to disturb other researchers' working environment.

**THANK YOU.**