

# City of Westminster Archives Centre

## SEARCHROOM RULES AND GUIDANCE FOR VISITORS

On your first visit to the Archives Centre you will be asked to complete and sign a short registration form. By doing so, you agree to abide by the following rules. These are designed to protect the items in our care, which are mostly unique and irreplaceable, and ensure that the Centre is a pleasant place in which to work. You are also subject to Library bye-laws, which are available on request.

1. Visitors must leave bags (except small handbags) and briefcases in the lockers, and outdoor coats on the coat rack, located in the ground floor cloakroom. Please note all personal possessions are left at the owner's own risk.
2. No smoking is allowed anywhere in the building. The ground floor common room is available for the consumption of food and drink, but no eating or drinking is allowed elsewhere in the building. Toilets are available to visitors using the searchroom or meeting room.
3. Guide dogs may be brought to the Centre, but no other dogs or animals are allowed. Staff will be happy to give assistance to visitors with disabilities if they require it.
4. The searchroom is a place of quiet study – please try not to disturb others. Mobile phones are to be switched off in the searchroom.
5. Pencils only are to be used to make notes. Please help preserve our records for the future by handling all our material with great care. No mark must be made on any item consulted, and it is particularly important not to fold, lean on or rest anything on the material in our care.
6. Items in our collection are for reference only and are not available for loan. Photographs and photocopies can be obtained, subject to copyright regulations, payment of appropriate fees and the condition of the original material. The searchroom supervisor may refuse permission to photocopy fragile items, large or tightly bound volumes and photographs which might be at risk of damage in the process.
7. Requests for items held in our strongrooms should be made on the forms provided. A limit may be placed on the number of items which can be consulted at one time, at the searchroom supervisor's discretion. Items from our strongrooms may be requested at any time during our opening hours except for the last 30 minutes before closure.
8. The arrangement of loose papers must be maintained. Any appearing to be out of order or damaged should be reported to staff on duty.
9. The searchroom supervisor may refuse access to fragile, uncatalogued or unstamped material, or may impose special conditions to ensure its safety and preservation. Some records are not yet available to the public, either because of statutory closure periods or because the owner wishes them to remain confidential for a number of years. In a few cases the prior permission of the depositor is required for access.
10. Where microfilm or microfiche copies of material exist, these are to be used in place of the original.
11. Documents and other original material must not be published, either in full or in extract, without prior written permission.
12. Privately owned records are normally produced only for historical research purposes. The written consent of the owner must be obtained before consulting any document with a view to its use in legal proceedings.

*We hope your visit is productive and enjoyable*



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