

STUDY CENTRE RULES

All the documents we hold are unique and irreplaceable, please treat them with care.

<ul style="list-style-type: none"> • Arrival in the Study Centre 	<ul style="list-style-type: none"> -Take time to read through our searchroom rules and sign our Visitor Book. Signing means you have read and agree to abide by the Study Centre Rules. - All Study Centre users wishing to consult original documents must be in possession of a CARN Card. - Coats and bags must not be brought into the Study Centre – they should be placed in the lockers provided.
<ul style="list-style-type: none"> • Access to documents 	<p>Access to the documents in the Study Centre is available during normal public opening hours provided that:</p> <ul style="list-style-type: none"> -They have been catalogued. -They are in a reasonable state of repair. -They are not affected by statutory closure periods or restrictions imposed by the owners.
<ul style="list-style-type: none"> • Use of documents and microforms 	<ul style="list-style-type: none"> -Use <i>pencil</i> to make notes -Do not lean on the documents. -Keep them in the correct order. - Do not re-fold against the original fold. -Return items to the Document Return Desk when you have finished with them.
<ul style="list-style-type: none"> • Production of Documents 	<ul style="list-style-type: none"> -Documents will be produced on presentation of a document production slip – please complete one slip per item. -Three items may be ordered at any one time and additional items may be requested when outstanding ones have been returned. - Documents will be provided at your desk one at a time. -If a document has been microfilmed or a preservation copy made we will not produce the original. -Documents cannot be produced within 30 minutes of closing.
<ul style="list-style-type: none"> • Publication of documents 	<ul style="list-style-type: none"> -Users wishing to transcribe or publish documents held in the Record Office must complete a Transcript Declaration Form or Publications Request Form as appropriate. -To meet copyright and ownership requirements permission will be requested from the owner. -A royalty fee will be charged for images used in a commercial publication.
<ul style="list-style-type: none"> • Reprographic arrangements and copyright 	<ul style="list-style-type: none"> -Photocopy orders will only be accepted on completion of a copyright declaration form and received 15 minutes prior to closure. -All copying is subject to the size and physical condition of the document.

	<ul style="list-style-type: none"> -Items affected by closure periods will not be copied except by permission of the owner. -Subject to staff availability it may be possible to offer an express photocopying service.
• Use of Equipment	<ul style="list-style-type: none"> -Mobile phones must be switched to silent on entering the Searchroom. - Digital photography of some classes of records is permitted - please ask staff for guidance.
• Smoking Eating and Drinking	<ul style="list-style-type: none"> -Smoking is not permitted anywhere in the building. -No food (including sweets) or drink should be taken in to the Searchroom..
• Quiet Working	<ul style="list-style-type: none"> -Searchers are asked to work quietly, not to disturb those around them, not to behave in a disorderly manner, use violent abusive or obscene language or intentionally or needlessly cause or do anything likely to injure any other person or property. -Canvassing, offering items for sale or seeking signatures for a petition are not permitted without the consent of an officer. -While on the premises the reasonable instructions of the authorised officers should be followed.
• Exclusion	<ul style="list-style-type: none"> -Authorised officers may exclude any person who contravenes the above rules.