

Regulations for using the Archives

- The collections are made available to the public by appointment only. During the daily lunch hour from 1.00-2.00 readers will be requested to leave the reading room.
- On their first visit and in each subsequent calendar year, all readers will be required to complete a registration form. The act of registering with the Archives carries with it a legal obligation to observe the provisions of the Copyright, Designs and Patents Act 1988. Readers must also abide by the terms of the Data Protection Act 1998 and ensure that any information obtained relating to living persons is used in accordance with the Act.
- All readers are required to sign the visitor's register each time they visit. Signing implies an undertaking to abide by these regulations and all others for the use of and reproduction of materials held within the Archives. Infringement will render a reader liable to exclusion.
- The Archives are for reference only and no borrowing of documents is permissible.
- Readers are responsible for all material issued to them and must be careful at all times when handling original materials and fragile printed works. Any damage or accident must be reported at once to a member of staff.
- The number of documents, books or objects issued at any one time to a reader may be limited. If these limitations cause you inconvenience, please speak to staff.
- Archive staff may prohibit access to material within the collection when access would be detrimental to the records' physical condition. To minimise wear or tear on original documents and help preserve them for future generations, surrogates or alternative formats should be used where available.
- No publication right is vested in any reader through the issue of a document, book or object. All publication right is reserved.
- Separate regulations apply for reproduction, photography, quotation from and publication of material in the collections. Users may take notes, but are not permitted to make a copy in any manner without acquiring the permission of the Archivist. Please ask for advice on the correct procedure.
- The Archivist may exclude or cause to be removed any person who contravenes these regulations or whose exclusion from the reading room is, in their opinion, necessary for its proper use and regulation.

Thank you for complying with these regulations!