



GUIDELINES FOR RESEARCHERS USING THE SEARCHROOM

Many of the items that are available for study at Heritage Quay have already survived for centuries. Please treat them with the respect they deserve so that they will be available for study by future generations.

The searchroom is a quiet study area; please do not disturb other researchers.

Your observance of the following rules is a condition of access to items held at Heritage Quay:

Do	Don't
<ul style="list-style-type: none">▪ Order material in advance via archives@hud.ac.uk▪ Sign in on arrival▪ Leave bags and coats securely with staff▪ Ensure hands are clean before handling material▪ Use pencils only, and sharpen pencils away from study desks▪ Support items properly<ul style="list-style-type: none">• Lay documents and maps flat and use weights to hold them open• Oversize items should not overhang the table edges• Use book supports for volumes▪ Avoid touching items where possible. Where unavoidable:<ul style="list-style-type: none">• Use a strip of paper to follow a line of text, not a pencil or fingers• Turn pages carefully, one at a time (do not lick fingers to assist)• Keep notebooks and elbows off documents• Handle photographs only by the edges, away from the image▪ Ask for information on copying and reprographics services and charges▪ Ask for information on using cameras and scanners (including phone cameras)▪ Follow health and safety advice<ul style="list-style-type: none">• If medical assistance is needed ask at the enquiry desk• In the event of a fire alarm keep calm and follow staff instructions promptly• Do not put yourself or others at risk	<ul style="list-style-type: none">▪ Bring food (including sweets and gum) or drinks into the searchroom▪ Consume tobacco products in the searchroom - these (including e-cigarettes) may only be consumed outside the building▪ Take items out of the searchroom▪ Use pens in the searchroom - pencils only please▪ Lean on or mark items▪ Lick fingers to turn pages▪ Trace documents▪ Take photographs without permission (including phone cameras)

And remember...

Staff will be pleased to assist you, and to explain the reasons for any of the above rules - just ask if you need assistance or information.

Your assistance in ensuring the ongoing survival of archival material is much appreciated.