Borthwick Institute for Archives: Searchroom Regulations

Archives are unique and irreplaceable. We ask that you abide by our terms and conditions for their use to help us ensure their continued safety and security.

● If a member of staff gives you advice about using the archives, please follow it carefully.

● All bags and coats and other personal items must be left in lockers in the reception area.

● You may only bring the following into our searchrooms:
  ○ pencils (without erasers)
  ○ paper (up to 20 loose sheets of A4, bound notebooks must be smaller than A4)
  ○ tablets/laptops and cameras (without their cases)

● Staff have the right to inspect items that you take into or out of the searchroom.

● We do not allow any food or drink to be taken into the searchrooms. This includes bottled water and sweets of any kind.

● Pencils must be used for making notes - no pens are allowed in the searchrooms.

● We allow researchers to bring their own cameras into the searchroom in line with our self service photography regulations. For copying requirements outside of self-service photography regulations the Borthwick has a reprographics service.

● In consideration of researchers and staff please set your phone to silent mode and take calls outside.

● Please note that for security reasons the searchroom, microform room, teaching rooms and exhibition area are all monitored by closed circuit television. Recordings are kept for security purposes.