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.

In order to minimise the risk from COVID-19 to our staff and researchers, we have introduced the following new regulations. Thank you for following them and helping to keep each other safe. Please:

- Wear a face covering throughout your visit unless you are exempt from doing so.
- Sanitise your hands using the stations provided.
- Be aware of other visitors and staff and maintain a 2 metre distance from other users.
- Help us accommodate as many visitors as possible by vacating your table promptly at the end of your visit.