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## 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.