

Search room Handling Guidelines



In order to prevent accidental damage to the documents, please:

- Ensure you have **clean hands**
- Leave **coats and bags** in the available lockers
- Do not take **sharp objects** such as scissors and pen knives in to the Search room
- Refrain from **eating or drinking** in the Search room
- Only **use a pencil** for making notes – pencils can be bought from the reception desk
- **Do not write on or in any Record Office documents**
- Try **not to touch the text or image** – use a blank piece of paper if you need to follow the text
- **Avoid placing anything on top** of the Record Office items you are looking at and take care **not to lean** on them
- Use the available **weights and cushions** – staff will be happy to help
- Use the **clear plastic sheets** provided for protecting maps
- Alert a member of staff if you are worried about the **condition** of an item

If documents are in such a bad condition that they cannot be looked at without sustaining further damage, we will not be able to produce them.
