

# Using the Record Office



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**We hope that you enjoy your visit to Derbyshire Record Office.  
During your visit, we ask that you please:**

- Fill in the customer signing in book, when you arrive
- Register for an Archives Card if you wish to use original documents
- Put coats and bags (including handbags and laptop bags) in the lockers on the first floor
- Put mobile telephones and laptops on silent, and do not use personal stereos
- Eat and drink only in the break room
- Purchase a licence if you want to take photographs or digital copies of any archives or local studies material
- Follow the handling guidelines when using archive material
- Respect the quiet working atmosphere by using the refreshment and reception areas for discussions and phone calls
- Observe the Libraries Bye-Laws

**Our staff are here to make sure that you have an enjoyable and productive visit so please speak to them if you have any questions or concerns.**

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