

## ARCHIVES AND HISTORIC COLLECTIONS DEPARTMENT

### Information for researchers

**We aim to make your visit here as useful and enjoyable as possible. We will do our best to facilitate your research, but are unable to carry out research for you.**

#### General

- Access is by prior appointment only – please let us know your expected time of arrival.
- Please sign the visitors' book on arrival.
- The Archives are open 10-4, closing for an hour for lunch.
- The restaurant is open for most of the year, but there is a long walk to get to it during the months that the house is closed. Please check before visiting.
- Please ask archives staff to see you to the exit when leaving.
- Please be as quiet as possible in the archives to avoid disturbing other users and staff.

#### Access to collections

- Please use the finding aids, as directed by the archives staff to identify which documents you would like to study.
- You may order up to 5 documents at a time, depending on their size.
- We are only able to produce a limited number of documents per day from storage.

#### Preservation

- Please use pencils only in the archives.
- Please avoid handling the documents as much as possible and ask for weights when required. Do not lean on the documents.
- Readers are asked to follow all guidance given by archives staff as to the handling of documents.
- Documents should be kept in the order in which they were handed out. Please report any damage to archives staff.
- No food or drink in the archives.
- The archives staff reserve the right not to produce documents that may be damaged by handling.

#### Copying

- Photography is allowed, subject to our reprographics policy..
- The archives staff may copy documents for you, subject to copyright and preservation restrictions. There will be a charge for this.

#### Emergency procedures

- In the event of a fire alarm, please follow the archives staff to the assembly point.