



!

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.