

Searchroom Rules

Welcome to Highland Archives. We hope you enjoy your visit and that your research is rewarding. To help us to keep each other safe and preserve the archives for future generations we ask that you comply with these rules.

Readers must leave their bags, coats and other personal belongings in the lockers provided.

Readers must wear a face covering whilst in the building (exceptions accepted).

Food, including sweets and chewing gum, and drink are not allowed in the searchroom.

Mobile phones and pagers must be switched off.

Smoking is strictly prohibited within the Highland Archive and Registration Centre.

Anyone wishing to consult and use records must have completed and returned a Visitor Registration Form prior to their visit and by so doing agree to abide by these rules.

Readers must have pre-ordered all documents prior to visiting. These will be waiting on their allocated table along with preservation aids.

Readers will be asked to remain in their seat and signal if they wish to speak to a member of staff. The member of staff will come to the reader, however extended consultations will not be possible at present.

Readers will be issued with 5 items from one file/bundle of loose papers at any one time.

Only pencils are allowed in the searchroom, pens and erasers are not permitted. Laptops or tablets can be used.

Please handle the records carefully. Do not mark the documents in any way. It is particularly important not to fold, lean on or rest anything on the documents. The arrangement of loose papers must not be disturbed. Please report any material which appears damaged or is out of order to the Archive staff.

Photographs of documents can be obtained subject to copyright regulations, completion of reprographic form, payment of appropriate fees and the condition of the original material. You may use a digital camera/phone. The use of portable scanners is not permitted.

The Highland Archivist, or their representative, is empowered to exclude from the Highland Archive's premises anyone who does not comply with these rules.