



## SEARCHROOM RULES

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

1. Readers must leave their bags, coats and other personal belongings in the lockers provided (where available).
2. Food, including sweets and chewing gum, and drink are not allowed in the searchrooms.
3. Mobile phones and pagers must be switched off.
4. Smoking is strictly prohibited within the Highland Archive and Registration Centre.
5. Anyone wishing to consult and use records must complete and sign a Visitor Registration Form and by so doing agree to abide by these rules.
6. A Document Request Slip must be completed for each item or group of items required. The reader thereby accepts responsibility for the items issued until such time as they are returned to the custody of the Archive staff.
7. Readers will be issued with up to 5 volumes or 10 items from one file/bundle of loose papers at any one time. Documents may be ordered up to 30 minutes before closing time.
8. Only pencils are allowed in the searchroom, pens and erasers are not permitted. Laptop computers can be used.
9. 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. Preservation aids should be used where appropriate.
10. Access restrictions may apply to some documents for either preservation or other reasons. In such cases, the Duty Archivist will explain the nature of these and, if appropriate, the conditions governing access.
11. Photocopies and 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. All photocopying is at the discretion of the Duty Archivist and will be undertaken by Archive staff. The use of digital cameras is allowed (after payment) but portable scanners are not permitted.
12. The Highland Archivist, or their representative, is empowered to exclude from the Highland Archive's premises anyone who does not comply with these rules.

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