



SEARCHROOM RULES

Welcome to Highland Archives. We hope your visit is enjoyable and rewarding. In order to access and use the archives, we kindly ask everyone to complete and sign a Visitor Registration Form, agreeing to follow these rules.

1. Please use the lockers to store your bags, coats and other personal belongings (where available).
2. Please don't bring food, including sweets, chewing gum, and drinks into the searchroom, as these could damage the documents.
3. Please make sure your mobile is switched off/ on silent while in the searchroom.
4. For each item or group of items you need, fill out a Document Request Slip. By doing so, you take responsibility for the items until they are returned to the Archive staff.
5. You may request up to 5 volumes or 10 items from one file/bundle of loose papers at a time. Orders can be placed up to 30 minutes before closing time.
6. Only pencils are allowed in the searchroom. Pens and erasers are not allowed as these could damage the documents. Laptops/ tablets can also be used to take notes.
7. Please handle the records carefully, avoiding any marking or damage. Please do not fold, lean on or rest anything on the documents. The arrangement of loose papers must not be disturbed. If you notice that any items are damaged or out of order, please inform the Archive staff. Preservation aids such as book rests and weights are available and should be used as needed.
8. Some documents might have restrictions which mean they can't be viewed or can't be viewed in full. Archive staff will explain any restrictions that apply.
9. In most cases it is possible to purchase photocopies/photographs of documents. If there are any restrictions, Archive staff will explain them.
10. All photocopying is at the discretion of the Archive staff and is undertaken by them. You will need to complete a reprographic form and pay the applicable fee. Digital images may also be taken for a fee. Portable scanners are not permitted.
11. The Highland Archivist, or their representative, has the authority to exclude anyone who does not comply with these rules.

Thank you for looking after the archives!

By following these rules, you will help us ensure that these documents survive for future generations to enjoy.

