

Guidelines for using Searchroom at West Sussex Record Office

The archives held in West Sussex Record Office are unique and irreplaceable. You can play a part in preserving them so that they can be used and appreciated by future generations. Here are a few simple guidelines:

- ◆ You must have an Archives Card if you wish to consult original documents and maps in the Searchroom; by signing up, you agree to abide by this code of conduct.
- ◆ All bags should be stored in Reception - this includes briefcases and handbags - lockers are provided.
- ◆ Please don't bring food and drink into the Searchroom, not even sweets.
- ◆ Only pencils may be used in the Searchroom, to avoid any accidental damage to the documents. They may be purchased at reception if necessary.
- ◆ Cameras can only be used by appointment, and if permission is granted.
- ◆ Your Archives Card should be handed in when you order your documents. It is returned when you return the original documents to the staff.
- ◆ Please handle the documents with extreme care: do not make marks of any kind on the document, run your finger down a page, lean on a document or rest your notepad on it.
- ◆ If documents have been microfilmed or digitised, please expect to use them in that form.
- ◆ The Searchroom is a 'Quiet Area'. Visitors are asked to work as quietly as possible and be considerate towards others. Please do not use mobile phones in the Searchroom. If you bring in children, please ensure that they abide by these guidelines and do not disturb others.
- ◆ No animals (except guide dogs) are allowed in the Record Office.