

Searchroom Rules

The records held by Glamorgan Archives are unique, often delicate and sometimes confidential. If they are to survive they need to be treated with respect, and laws which protect the privacy of individuals named within must be observed. The following rules establish a framework for access to the records held here with which we ask you to comply so that they may be preserved for use both now and by future generations of researchers. Your co-operation is appreciated.

Susan Edwards, Glamorgan Archivist, July 2010

By registering with Glamorgan Archives, you agree to abide by the following rules:

- Coats, bags and hats may not be taken into the searchroom - they should be left in the lockers provided.
- You can take a pad of paper and/or a file of research notes into the searchroom, but you may be asked to leave these at the staff counter when consulting original documents.
- Pens are not allowed in the searchroom - only pencils may be used.
- No food or drink is allowed in the searchroom.
- There is strictly no smoking anywhere within the building or its grounds.
- Researchers are required to follow the document ordering procedures in effect.
- Archival documents must be handled as little as possible and always with great care, following our "Document Handling" guidelines (see reverse). Documents which are too fragile for handling cannot be issued.
- In consideration for other researchers, noise should be kept to a minimum. Phones and other mobile devices must be switched to silent and should not be used for conversations.
- Laptop computers may be used in the searchroom, but bags/cases must be left in a locker. The laptop must be shown, open, to staff as you leave.
- Cameras may be used to photograph documents, subject to copyright or depositor restrictions – please consult a member of staff before taking any photographs.
- The publication or reproduction of any documents in full or in extract is permitted only after obtaining the written permission of the Glamorgan Archivist.
- Access to some records may be restricted in accordance with current legislation.
- The issue of any record is at the discretion of the Duty Archivist.
- No document may be removed from the searchroom.

Any researcher not complying with these rules or engaging in behaviour which causes, or is likely to cause, damage to any documents, will be liable to exclusion from Glamorgan Archives.