

Research Room Rules

The archives we hold are unique and irreplaceable.

Some are already hundreds of years old and will only continue to survive if they are handled with care. By observing these rules in our research room you are helping to preserve the East Riding's written heritage.

If you want to look at manuscripts, rare printed books or museum objects in the Research Room you must:

- show a valid County Archives Research Network (CARN) reader's ticket or fill in a day ticket.
- sign the Research Room Register agreeing to abide by these Rules.
- leave coats, bags, and all personal belongings in one of the lockers provided. You may not leave coats on the backs of the chairs or on the tables. You can bring in your notes, but if they are stored in large folders we reserve the right to search these when you leave.
- make sure you wash your hands before handling collections.
- switch off your mobile telephone while you are in the Research room. We do not allow the use of personal stereos.

When you are using books and documents you must:

- not remove any documents from the secure area.
- use only pencil: no form of ink is permitted - even for your own notes! You cannot use scissors, erasers, correcting fluid or Post-it notes.
- follow our handling guidelines and handle all items with care: do not mark books or documents in any way. Do not lean on them.
- use the protective coverings and supports which we provide.
- use the paper slips provided to follow lines of text instead of using your fingers
- order your documents or books on the request slips available on the Research room desks and then put the requests in the box marked 'orders' on the wall. We will issue a maximum of 3 volumes or 10 individual items at a time

- keep all documents in the order in which they are given to you; if an item seems to be out of place or is damaged please tell a member of staff.
- ask a member of staff if you would like to use your own computer, tape recorder or other equipment in the Research room.
- ask a member of staff if you would like a photocopy, scan or photograph of an item. There is a charge for this service. We won't photocopy or scan a document which will be damaged by being copied. We don't allow tracing or the use of handheld, portable or pen scanners as this may cause damage to the document.
- ask a member of staff if you wish to publish or reproduce any item, as copyright restrictions may apply. If a document is still in copyright you are only entitled to a single copy for private use.

You may:

- use a laptop computer. However you may only plug electrical equipment into the mains if it has passed a Portable Appliance Test (PAT) or under a year old. All laptop bags must be stored in the lockers.
- take photographs of documents if you have signed a copyright agreement, but you cannot use flash photography. There is a charge for photography.

Before you leave the Research room you must:

- return all archives to the desk.
- wait for staff to check your documents back in and return your CARN ticket. Staff will then release the security door.

At all times please note that:

- you may not take any kind of food or drink, including chewing gum, throat pastilles or bottles of water, into the Research Room.
- you should treat members of staff and other visitors with courtesy.
- you should show consideration to other researchers by speaking quietly and keeping conversation to a minimum. There is an interview room available for private conversations about your work. Please ask staff if you would like to use it.
- children of primary school age or under should be accompanied by an adult.

Thank you for helping to preserve the archives for the future