



**Finance Department**  
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*Director*

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## Searchroom Procedures – Wirral Archives Service

On signing the visitor's book, all users agree to conform to the following procedures:

1. **Access to Documents:** members of the public have access to the collections held at Wirral Archives Service during its normal public opening hours providing they have been catalogued, are in a reasonable state of repair and are not affected by statutory closure periods or restrictions imposed by their owners. Access to documents outside public hours may be granted at the discretion of the Archivist.

2. **Production of Documents:** documents will not be produced unless a Document Request Slip is completed for each item. A maximum of three items can be ordered at one time and no additional items will be issued unless other items are returned to the Archivist. Wirral Archives Service reserves the right not to produce items which are in a poor state of repair, too fragile to handle or governed by a closure period. Any document which has been microfilmed must be consulted in this medium. We advise that you contact us prior to your visit to book a time and inform the staff what records you may be interested in accessing.

3. **Publication of Documents:** anyone wishing to reproduce or publish documents must consult the Archivist to discuss their requirements.

4. **Photocopying:** photocopy orders will only be accepted on completion of a Copyright Declaration Form and the documents being in a suitable state of repair or of a manageable size for the photocopier. Outsize items can be photographed, please ask staff for details.

5. **Care of Documents:** as the archives are unique and irreplaceable, please treat them with care - only use pencils to make notes; do not lean on the documents; and try to keep the documents in the correct order.

6. **Opening Hours and Lunchtime Closure:** Wirral Archives Service is open from 9.30 to 4.30 from Monday to Friday and from 10am to 1pm on Saturdays.

7. **Use of Equipment:** The use of mobile phones in the Searchroom is strictly forbidden. The use of photographic equipment is strictly forbidden unless you have obtained permission from the Archivist.

8. **Food and Drink:** No food or drink can be consumed in the Searchroom.

9. **Smoking:** Smoking is not permitted anywhere in the building.

10. **Parking** – There is no external parking available at the Cheshire Lines building itself (apart from disabled parking).

There are public car parks on Bridge Street, and also near Conway Park Station and on Cleveland Street.