



Wirral Archives Service

SEARCH ROOM POLICY

By signing the visitors' 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 during its opening hours providing they have been catalogued or listed, are not too fragile, and are not affected by closure periods or restrictions imposed by depositors.
2. **Production of Documents:** documents will not be produced unless a Document Request Slip is completed for each separate item.
3. **Appointments:** members of the public must contact us in advance to book an appointment and to inform us which records they wish to consult.
4. **Publication of Documents:** anyone wishing to publish documents in a book or article, or by putting them on the internet, must consult the Archivist in advance to discuss copyright permissions.
5. **Reprographics:** copies may require the completion of a Copyright Declaration Form. Copies will only be made if the documents are not too fragile and are of a manageable size; items can also be photographed by researchers.
6. **Care of Documents:** only use pencils in the Search Room, do not lean on the documents, and ensure the documents are kept in the correct order in the file. To prevent the contents of files being mixed up only have one file on the table at a time and keep the rest on the trolley provided.
7. **Opening Hours:** Wirral Archives is open from 9.30 a.m. to 4.30 p.m., Monday to Friday.
8. **Bags:** all bags, including handbags, must be placed in the lockers provided.
9. **Noise:** the Search Room is a quiet work area, so please keep noise to a minimum, and do not use mobile phones.
10. **Cameras:** There is a charge for the use of photographic equipment (including mobile phone cameras and hand scanners).
11. **Food and Drink:** No food or drink is allowed in the Search Room, including bottled water and sweets.
12. **Smoking** is not permitted anywhere in the building.
13. **Parking:** There is no parking at the Cheshire Lines Building (the car park is for staff only), but there is a public car park on Bridge Street, parallel to Canning Street.

2018

Next review: 2020