

Search Room Regulations

2006

Search Room Regulations

- Please be considerate of our staff and other users when in the Search Room
- Please keep noise to an absolute minimum to avoid disturbing other researchers.
Mobile phones must be switched off
- Please follow the guidance of our staff in all archive matters. In particular
 - Please handle all records with utmost care
 - Please do not add or remove anything from any record. Records should be kept in their original order
- Please leave your bag and coat in a locker in the Reception area
- Please use a pencil or personal computer when taking notes
- Self-service copying is allowed from microfilm or microfiche. There is a charge of 25p per sheet. Visitors must complete a 'Request for Reprographic Services' form.
- We do allow photography of documents. Please ask staff for a master copyright declaration.
- Alternatively staff can carry out copying. Please ask.
- Please do not smoke anywhere in The Royal Mail Archive
- Please do not eat or drink in the Search Room – only in the Reception area
- Closed circuit television is in operation