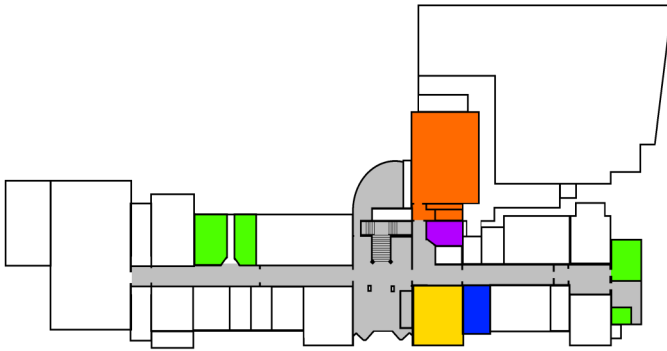


Ground Floor Plan



- Research Room**
- Locker Room**
- Group Room**
- Public Room**
- Toilets**

Ordering Documents

Please complete a requisition slip which are available throughout the Research Room.

Take completed slip to Staff Desk. Please submit all slips before 4.30.

Documents should be collected from the Staff Desk.

When finished with documents should be returned to the Staff Desk.

Document Handling Guidelines

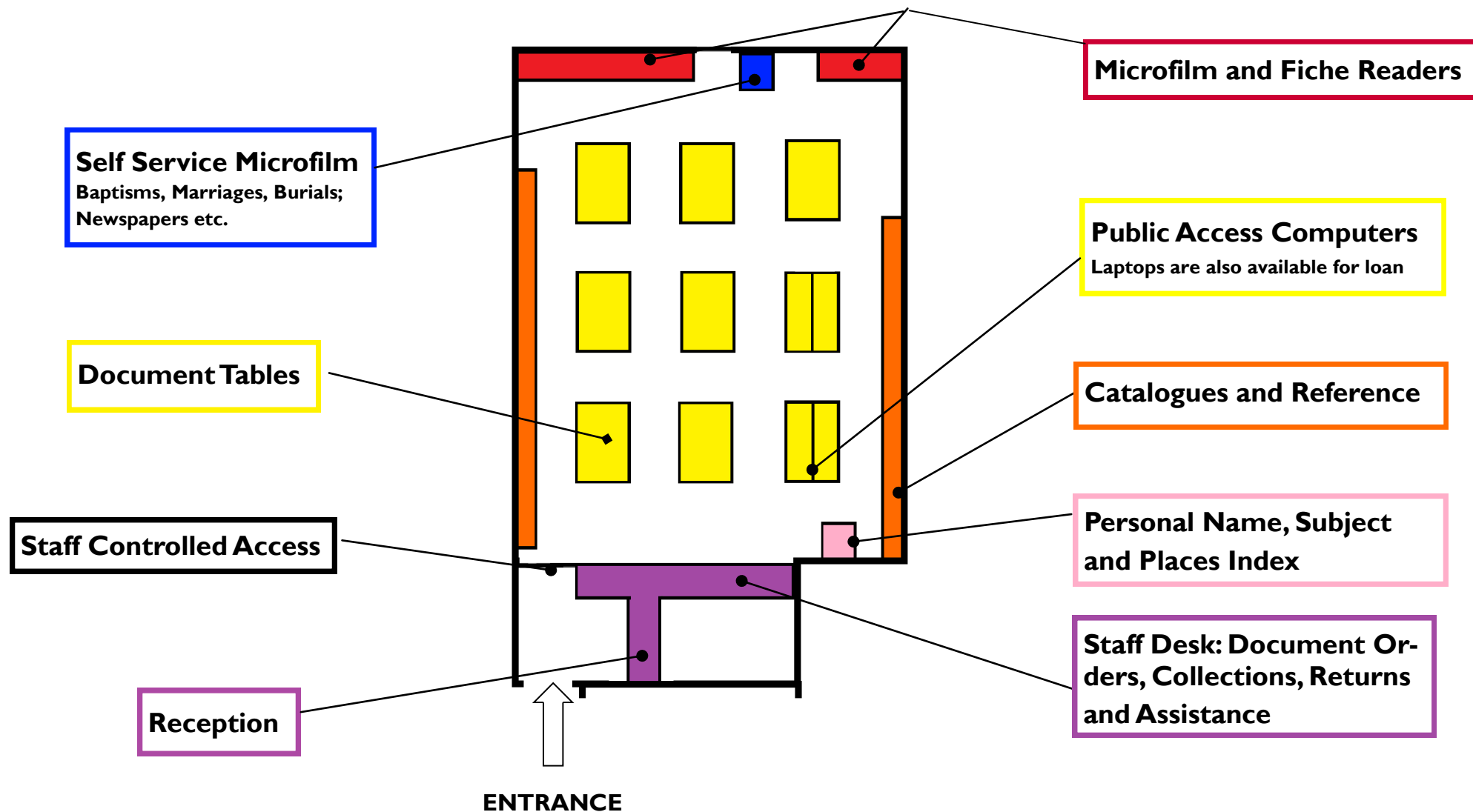
All of our documents are unique and irreplaceable, please handle them with care.

- Ensure all documents are placed fully on tables and handling kept to a minimum
- Large items should be secured with the weights provided
- Use pencils to take notes
- Use the cushions provided to protect the spines of bound volumes
- Do not lean or rest papers on the documents



GUIDE TO THE RESEARCH ROOM

RESEARCH ROOM PLAN



Whatever you are looking for please ask a member of staff who will be happy to point you in the right direction. If you would like to speak in confidence please ask.