

RESEARCH ROOM RULES

1. General

(a) The Research Room at Gwent Archives is open to members of the public at advertised times for the purpose of consulting archival documents.

(b) All researchers will comply with instructions relating to emergencies and to the evacuation of the premises, displayed in the Research Room and Public Room.

2. Before entering

(a) Every Researcher visiting Gwent Archives must enter his/her name, country/first half of postcode and, if possible, County Archives Research Network (CARN) Ticket Number, in the Signing-In Book. Doing so will imply agreement to observe these rules.

(b) A CARN Ticket is required for access to the Research Room. CARN Tickets, renewable every four years, are available from Gwent Archives on the production of proof of both *Name & Address* and *Signature*.

(Day tickets are available for those not possessing requisite proof of Identification; however, if a researcher has not produced the requisite form(s) of identification by their third visit, then they will be denied access to the facility. The only exception to this: Under-18s, who can only use Day Tickets)

(c) Please use the lockers provided for items, which may not be brought into the Research Room:

(i) All overcoats, bags and umbrellas

(ii) Sharp objects such as scissors, knives and pencil sharpeners. Staff will provide access to a pencil sharpener

(iii) All pens, erasers and pencils with erasers on the end. (HB Pencils are provided on the tables for researchers to use)

(d) All personal property is left entirely at the owner's own risk.

(e) If any items cannot be fitted into a locker, they may be handed to Research Room staff to look after.

3. Using the Research Room

(a) Drinking (including medicine) and eating (including sweets and gum) are strictly prohibited in the Research Room.

(b) Smoking is prohibited in the building.

(c) Researchers are expected to handle archival documents with care: accepting fully staff guidance on handling, and which document supports and weights to use.

(d) All researchers must use gloves when handling photographs.

(e) A maximum of 3 archival documents may be requested at any one time on the Requisition Slips provided.

(f) Every effort will be made to produce archival documents as quickly as possible; however, occasionally production may be delayed or briefly suspended, and in rare cases an archival document may not be located or fit for production.

(g) During periods of high demand the Research Room staff reserve the right to restrict the number of Requisition Slips to two per visit to the counter (a maximum of six archival documents). Once processed then further requests may be made. NB archival documents requested should be under the signature of the researcher and not on behalf of a second party.

(h) Staff reserve the right to refuse production of any archival document because of: legislation, conditions imposed by depositors/data controllers, and the physical condition of the original item.

(i) Researchers must not remove archival documents from the Research Room. When archival documents are finished with, then they must either be left on the table or returned to the Research Room counter.

4. Reproduction of archival documents

(a) Photocopies/photographs may be provided at the discretion of the staff for the purposes of research or private study on payment of appropriate charges, subject to copyright restrictions, legislation, conditions imposed by depositors/data controllers, and the physical condition of the original item.

(b) Obtaining photocopies/photographs of archival documents does not confer a right to reproduce, publish, broadcast or televise said items. Due acknowledgment must be made in the completed works. The County Archivist may advise on the appropriate form of acknowledgment.

(c) Researchers wishing to use cameras may do so, but must obtain a permit beforehand.

(d) Flash and sound must be switched off on cameras.

5. Consideration to others

The Research Room is deemed to be a place of quiet study.

- (a) Researchers may only bring in mobiles, which are switched off or on silent mode, though they will not be allowed to make/receive telephone calls while in the Research Room.
- (b) Sound must be switched off on all computers, laptops, tablets, notebooks or any other electronic equipment used.
- (c) Sound levels must be kept low when using headphones.
- (d) Children may use the Research Room at the discretion of staff. Ordinarily anyone under the age of 14 should be accompanied by an adult.
- (e) Dogs are not allowed in the Research Room; however Guide Dogs may enter.

In extreme cases

The County Archivist is empowered to exclude persons from the Research Room for any of the following reasons:

- Breach of any of the above rules
- Persistent disregard of the authority of the staff
- Intentional damage to archival documents or articles in the custody of Gwent Archives
- Any action which adversely affects or undermines the official custody of any archival document or other article in the keeping of Gwent Archives, or in any way the effective working of Gwent Archives

If you are unhappy about any aspect of the service, then you may submit it in writing to the County Archivist:

Tony Hopkins
Gwent Archives
Steelworks Road
Ebbw Vale
NP23 6AA