

## Research Room Rules

The records we hold are unique and irreplaceable. To preserve them for use by future generations, and to ensure a pleasant working environment for all, we ask you to read and observe the rules below.

### 1. Registration

All users of Gwent Archives must hold a valid Archives Card. For more information please see <https://www.archives.org.uk/what-we-do/archives-card.html>

A Day Ticket will only be issued on one occasion and researchers advised to bring identification on their next visit.

### 2. Before entering the Research Room

To help protect the documents in our care, the following items should be left in the lockers provided:

- bags, coats and umbrellas
- Sharp objects such as scissors, penknives, and pencil sharpeners
- Pens, erasers, and pencils with erasers on the end
- Food and drink (including gum, throat sweets, cough sweets). Access to medicine is fine, please speak to a member of staff for advice

We ask that as little as possible is brought in to the Research Room and for security purposes we may ask to check your notes as you leave.

The oils on our hands can cause damage and discolouration to some documents, so please use the facilities in the Locker Room to wash and dry your hands before entering

### 3. Using the Research Room

To allow other researchers to carry out their work in peace and help protect and preserve our documents:

- We shall treat everyone visiting our service with courtesy and respect, and ask that you treat staff and other researchers with the same
- To avoid disturbing other researchers mobile phones should be on silent and any calls taken outside. Please keep sound levels low on headphones, laptop and cameras
- Photographing documents is permitted, please turn off the flash and speak to a member of staff about copyright regulations and the purchase of a photographic licence

- Equipment is available to help use the archives safely and we ask that you handle them with care and follow staff advice. You might be asked to wear gloves or use a book rest when handling some of the collections
- Please be careful not to lean on any documents, or rest papers or notepads on documents when taking notes, as this can cause damage
- Please keep documents in the original order in which they were issued to you
- Documents must not be removed from the Research Room. When documents are finished with, please return them to the Help Desk
- The last order time for documents is 30 minutes prior to the closure time. To allow staff time to return items to the storage areas safely, documents should be handed back to staff 10 minutes before the closure of the Research Room.

We want everyone to enjoy their experience at Gwent Archives, and the rules above help us to maintain a pleasant environment for all as well as help us to maintain Gwent's written heritage. We reserve the right to deny access to anyone who does not follow the rules or staff guidance.

**Dr Lisa Snook, County Archivist**  
January 2022