

EDINBURGH CITY ARCHIVES SEARCHROOM REGULATIONS

The materials held in this repository are unique and irreplaceable. We ask you therefore to abide by the following regulations to ensure that the archives survive for future generations.

- All readers are required to fill out a reader registration form, and by signing the form, are agreeing to abide by these regulations. New readers may be asked to provide some form of identification
- Eating, drinking and smoking is **NOT** permitted in the searchroom
- No hand held scanners, camcorders or music appliances are allowed in the searchroom
- The use of mobile phones is prohibited in the searchroom. Please ensure they are turned off or are on silent mode before entering the searchroom
- Readers are asked to keep noise levels to a minimum while in the searchroom. Any individuals causing a disturbance may be asked to leave by the archivist on duty
- Readers are required to fill out **one production slip per item**. Once completed, staff will retrieve the items requested. A maximum of three items may be consulted at any one time
- All materials consulted in the searchroom should be handled with care. Please read and follow our handling guidelines
- All archival material must be consulted in the searchroom. No items are to be removed from the searchroom without the express permission of a member of staff
- Some of the records held in the repository will be subject to closure, and in some instances will require appropriate written authorisation. Staff will advise readers of such records, and the appropriate procedures to follow. Staff reserve the right to refuse access to archival materials in such instances
- There are no facilities at present to photocopy archival material. Self-service photography is allowed depending on the condition of the archival material being copied. Please refer to our handling guidelines for further details. Taking your own photographs is currently free of charge

Thank you for your co-operation.