

ARCHIVE REGULATIONS

- All readers are required to register and obtain a Jersey Archive reader ticket at Reception. The ticket is valid for three years. To register readers must produce an acceptable form of identification – either a driving licence or passport. No items can be produced from the strongroom for you without the ticket.
- All readers are required to sign the Reading Room register daily and show their reader ticket at the Help Desk. When you sign the register, you agree to comply with the **Archive Regulations** and **Guidelines for Handling Archive Materials**. Failure to comply with these regulations may result in the cancellation of your reader ticket.
- Your reader ticket gives you access to the Reading Rooms, where original sources are produced for study under supervision. These documents have been chosen for permanent preservation and must be handled with care and respect, regardless of their age.
- The Head of the Archives reserves the right to withhold from public consultation any document liable to damage from handling or copying.
- Where a copy exists of an original record readers are required to use it to prevent wear and tear on the original. Facilities for the use of microfilm and microfiche copies are available in the self-service Audio-visual area.
- Most records are available for consultation except where there is statutory provision to the contrary or restrictions are in place because of reasons of confidentiality. These records are closed to the public until they reach a certain age and are clearly marked on the catalogue.
- Smoking is not allowed anywhere in the Jersey Archive building.
- Use of mobile phones is not allowed in the Reading Rooms; please switch them off.
- Briefcases, bags and coats must be left in the lockers adjacent to Reception. Clear plastic pockets for use in the Reading Room can be borrowed from Reception.
- A refreshment area has been provided, where you can eat, drink, read your newspaper, or use your mobile telephone. These activities are not allowed in the Reading Rooms. This includes eating sweets and chewing gum.
- Your Registration Pack contains **Guidelines for Handling Archive Materials**, which will help you to avoid soiling or accidentally damaging them. Please read these before using the Reading Rooms.

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When in the Reading Rooms:

- Documents must never be taken out of the Reading Rooms.
- All documents must be issued to you by the Reading Room supervisor and returned by you to them.
- You should not use any items which could damage archive materials, for example: ink, felt or fibre tip pens, biros, hand held copiers and scanners, scissors, knives, staplers, glue, self adhesive tape, ink, and correction fluid.
- To avoid indelible accidental marks on documents, you may only use pencils for writing. Sharpen them away from the documents; there is a rotary sharpener available in the Reading Room.
- Photography and self-copying of documents is not allowed without the permission of the Head of Archives.
- The format or condition of archive materials may preclude copying, and there are also copyright regulations to be observed. Please ask archive staff for permission to trace documents and maps, or to arrange photocopying or photography. A copy of the **Jersey Archive Reprographic Policy** is available.
- The Head of Archives reserves the right to ask any reader or person accompanying a reader to leave the Reading Rooms should they be causing a disturbance to other users.

The Reading Room is a place of quiet study. Please try not to disturb others.