

Code of Conduct

Please help us to preserve Nottinghamshire's archival heritage by complying with this Code of Conduct.

A General Rules and Regulations

1 Visitors' Book

- 1.1 All visitors to the public Search Room must sign and enter their name and address legibly in the Visitors' Book on the Enquiry Desk on each separate day of their visit. Such entry will be deemed to imply an agreement to adhere to the Code of Conduct as set out below.

2 Bags and Personal Belongings

- 2.1 Readers must leave their bags, coats and personal belongings in the lockers provided.
- 2.2 Only loose papers and not files and wallets may be taken into the Archives Search area.
- 2.3 No responsibility can be accepted for thefts or damage to personal belongings, howsoever caused.
- 2.4 After use of the lockers, locker keys must not be removed from the building.
- 2.5 Personal computers and tape recorders may only be used in the Search Room with the permission of the Duty Archivist. Personal computers may be used only when a disclaimer has been signed and a circuit breaker issued. Laptops will be searched on exiting the Archives Search area.
- 2.6 Mobile phones may be used only in the Entrance Lobby.

3 Personal Conduct

- 3.1 Readers may eat and drink in the Visitor's Room only; please do not eat food or sweets, or chew gum or consume drinks in any part of the Search Room.
- 3.2 Smoking is prohibited everywhere within the Archives building; smoke detectors are in operation.
- 3.3 The Search Room is intended for quiet private individual study. No groups of four or more readers will be permitted entry. Prolonged discussions between individual readers or between members of groups or the conduct of informal tutorials are not permitted.
- 3.4 Readers are not permitted to create such a level of noise in the Search Room, which, in the opinion of the Duty Archivist, is causing annoyance to staff, or other readers.

3.5 Any person who, in the opinion of the Duty Archivist, is causing a nuisance, using loud or offensive language, behaving aggressively or under the influence of alcohol or a toxic substance, shall be requested to leave the building immediately. Failure to comply with such a request will be reported to the Police.

3.6 Please be patient and show courtesy to staff and other readers.

4 Young Children

4.1 Children under Secondary School age are permitted in the Archives Search Room if accompanied by an adult and not causing any undue noise or disruption to staff or other readers.

5 Animals

5.1 Animals are not permitted inside the Archives building, with the exception of service dogs accompanying a disabled person.

6 Restricted Areas

6.1 No person may enter any part of the Archives building other than the designated public Search Room or the Meeting Room and adjacent toilets without the permission of a member of staff.

6.2 No person may pass through or round the security barrier at the entrance to the Archives Search area without the permission of a member of staff.

7 Removal of Archives, etc

7.1 All archives, books, pamphlets, maps, microforms, lists, indexes and finding aids are to be used for reference only, and must not under any circumstances be removed from the Archives building without the permission of the Team Manager Archives and Local Studies.

7.2 No archives may be taken outside the security barrier at the entrance to the Archives Search area without the permission of the Duty Archivist.

8 Notices, Advertising, etc

8.1 No person shall, without the consent of the Team Manager Archives and Local Studies intentionally display, distribute, or leave any bill, placard, notice or other documents in the Archives building.

8.2 No person shall, without the consent of the Team Manager Archives and Local Studies, offer anything for sale in the Archives building or canvass or seek signatures for petitions.

9 Vehicles and Bicycles

9.1 All vehicles and bicycles parked in the Archives building car park are left at their owner's risk, and no responsibility can be accepted for thefts or damage howsoever caused.

9.2 The car park is for the use of Archives staff, official visitors and readers and should be vacated as soon as you leave the building.

9.3 Bicycles are not permitted inside the Archives building.

10 Fire Alarms

- 10.1 In the event of the Fire Alarm sounding, all readers must leave the Archives building immediately, without waiting to collect personal belongings, by the Fire Exit routes indicated. They should not re-enter the building without the permission of a fire officer or, in the case of a fire drill, the senior member of the Archives staff present.

B Rules and Regulations for using Original Documents in the Search Room

1 Readers' Tickets and Document issue

- 1.1 Access to the Archives Search area of the Search Room is restricted to persons holding a current County Archives Research Network Reader's Ticket. Tickets are issued on completion of an application form at the Enquiry Desk, and on production of satisfactory proof of identity and address. Temporary tickets valid for one day only may be issued on one occasion only.
- 1.2 The Team Manager Archives and Local Studies reserves the right to refuse to issue a Reader's Ticket or to withdraw an existing Ticket for contravention of this Code of Conduct.
- 1.3 Archives must be ordered on the official document request slips. Only three request slips may be submitted at each of the advertised production times. We aim to produce 90% of ordered archives within twenty minutes of the production time and 80% within fifteen minutes.
- 1.4 Readers are required to surrender their Reader's Ticket in return for the issue of archives for consultation. The Ticket will be returned once the archives have been returned and checked back by a member of staff. Only one bundle will be issued to readers at a time.
- 1.5 Readers who wish to have archives kept out for a subsequent visit should advise the duty staff.

2 Restricted Access Periods

- 2.1 Access to archives may be restricted by legislation or the terms of deposit.
- 2.2 Readers requiring access to personal data will be required to sign a Researcher Agreement in compliance with the Data Protection Act, 1998.
- 2.3 Applications for information from any restricted records must be addressed in writing to the Team Manager Archives and Local Studies.

3 Handling Archives, Books and other materials ('Documents') in the public Search Areas

- 3.1 Documents should always be placed flat on a table or supported using the cushions and foam supports provided; they should not be propped up on your knees.
- 3.2 Please do not write, lean or press on the documents or stick 'post-its' on them.
- 3.3 Care should be taken when turning pages; page edges or corners should not be held for longer than necessary and fingers should not be licked to assist with turning a page.

- 3.4 A piece of clean paper should be used to follow the text (available on the tables), not one's finger.
- 3.5 Only pencils should be used when taking notes, and any notebooks, paper etc. should not be placed on top of a document as notes are made.
- 3.6 Items in bundles should be kept in the order in which they were issued.
- 3.7 When consulting maps and plans please ensure they do not over hang the table and please use a protective polyester or perspex sheet.
- 3.8 When consulting photographs please use cotton or nitrile (latex free gloves), unless each photograph is in an individual polyester envelope.
- 3.9 When consulting parchments, please use the nitrile gloves supplied by the staff.
- 3.10 Readers must not remove index cards from the drawers of the catalogue cabinets.
- 3.11 Readers must always handle microfiche by the edge, and not finger the actual images.

4 Legal Opinions

- 4.1 Although the Archives staff are able to advise enquirers about the general interpretation of archives, they are not able to give a legal interpretation, and no statements made by staff either verbally or in writing shall be quoted as legal evidence.

5 Reproduction of Archives

- 5.1 Photocopies or photographs may be ordered, when this does not contravene the Preservation and Conservation Policy or any Copyright legislation, upon completion of a Reprographic Order and Copyright Declaration Form.
- 5.2 Readers may take photographic copies of archives or books, etc using their own equipment with the permission of the Duty Archivist, upon signing a Copyright Declaration and making the appropriate payment.
- 5.3 Permission must be obtained from the Team Manager Archives and Local Studies for the publication of photographic facsimiles or extensive verbatim transcripts of archives either owned by or deposited with Nottinghamshire Archives. This is additional to any permissions which may have to be sought to comply with Copyright legislation.
- 5.4 No additional copies may be made of copies of archives or books, etc supplied by Nottinghamshire Archives without the permission of the Team Manager Archives and Local Studies.

Approved by Nottinghamshire County Council Cabinet Member for Culture on 7 April 2006
(and revised Jan 2009)