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**ARCHIVE SEARCHROOM RULES**

Welcome to Dundee City Archives. We hope you enjoy your visit and that your research is rewarding. To help us preserve the archives for future generations we ask that you comply with these rules.

1. Anyone wishing to consult and use records must sign the Visitor Register - by doing so agree to abide by these rules.
2. Mobile phones and electronic devices must be switched to silent.
3. Food and drink are prohibited within the archive searchroom.
4. Only pencils are allowed in the searchroom, pens are not permitted. Laptop computers can be used.
5. The reader accepts responsibility for any items issued to them until they are returned to the Archive staff.
6. Readers will normally be issued with up to 3 volumes or one file/bundle of loose papers at any one time. Documents may be ordered up to 30 minutes before closing time.
7. Please handle the records carefully. Do not mark the documents in any way. Do not fold, lean on or rest anything on the documents. Keep loose papers in their original order. Please report any material which appears damaged or is out of order to the Archive staff.
8. Access restrictions may apply to some documents for either preservation or other reasons. In such cases, the Duty Archivist will explain why this is the case and, if appropriate, how a user can gain access.
9. Photocopies of documents can be obtained upon completion of a copyright form and payment of appropriate fees. Copying may be restricted where copyright is not held by Dundee City Council or items are fragile. The Duty Archivist will advise you if this is the case and how to proceed.
10. The use of cameras (including camera phones/tablets) without flash is permitted, unless there are copyright restrictions. Please check with the Duty Archivist before taking any pictures. Please complete a copyright form and return this to the Duty Archivist.