



**BISHOPSGATE  
INSTITUTE**

## **Using Documents from the Archives and Special Collections**

On your first visit we will ask you to fill in a form giving brief details about yourself and your research. Each time you visit you will need to sign in at the enquiries desk, place bags and coats in a locker, and work in the Researchers Area. Food and drink is not permitted in the Researchers Area.

Children aged under 12 are not allowed in the Researchers Area. Those aged 12 to 17 must be accompanied by a parent or guardian.

### **Using the collections**

Many of our documents are unique and irreplaceable. To protect these resources we ask you to:

- Use pencil so that accidental marks on documents may be easily removed. Pencils are available at the enquiry desk.
- Keep loose archive material in the order that you found it.
- Handle documents as little as possible, and ensure that your hands are clean.
- Be careful not to lean or rest anything on a document
- Use a book rest to support books where necessary. Rests and book weights are available at the enquiry desk.

### **Copying material**

Copies can be made of material with a digital camera, or by photocopy or scan. If you'd like to copy any material please ask a member of staff first. The reproduction of some items will be restricted for conservation and copyright reasons.

### **Returning material**

- Return all materials to the member of staff on the enquiry desk. Please wait for the staff to check the items before leaving.
- Report items in need of repair to a member of staff
- Sign out and return the locker key

### **Tell us about it!**

If you found your research in the library useful or inspiring we'd love to know about it. Please complete our comments book, which you'll find at the enquiry desk. If you publish anything which references our collections, let us know by email [library@bishopsgate.org.uk](mailto:library@bishopsgate.org.uk)