

ISLE OF WIGHT COUNTY RECORD OFFICE

SEARCHROOM CODE OF CONDUCT

1. Please complete a day ticket every day. A day ticket is required in order to gain access to original records; tickets can be obtained from the enquiry desk.
2. The search room and microfilm room are "Quiet Areas". Visitors are asked to work as quietly as possible, and to be considerate towards others. If you have a **mobile phone, please switch it off.**
3. **Please be very careful when examining documents.** Most of the documents in the Record Office are unique and irreplaceable. They have survived for centuries, and we want to keep it that way. Please try to remember their importance, and handle them as little, and as carefully, as possible. The following points should be observed.
 - * **Always use a pencil.** If you have forgotten to bring one in, we can usually lend you one.
 - * Do not lean, or rest your notes on a document.
 - * Never apply pressure to the binding of a volume.
 - * Whenever possible avoid touching the written text. We acknowledge that documents are not always clean, please do not make them any dirtier.
 - * Return documents and index cards in the order in which you found them. Please tell a member of staff if you believe documents to be damaged, or out of order rather than try to tackle the problem yourself.
4. To maximize space, and improve security, no bags, briefcases or coats are allowed on search room tables.
5. **Smoking, eating and drinking in the Record Office are not permitted.**
6. No animals (apart from assistance dogs) are allowed into the Record Office.
7. Children under 14 should be accompanied by an adult.
8. Search room users are allowed to consult up to **4 documents** at any one time.
9. Documents are not available on loan to the general public.
10. Last orders for documents are fifteen minutes before closing time. Please return documents promptly. You are requested to hand in original documents ten minutes before closing time.
11. Documents will only be photocopied if this can be done without damage to the original. For this reason photocopies cannot be taken from a document where they could be taken from a microfilm or another copy. Bulky items such as tithe maps and many bound volumes may not be copied. Maps may sometimes be traced, with permission, if a protective sheet is placed between the original and the tracing. Digital photography is permitted on the purchase of a camera licence, but flash photography is not allowed.
12. The copyright of any document held by the Record Office remains with the owner, depositor or the inheritor of the copyright. Copies for the private use of those visiting the Record Office can be supplied, subject to the law of copyright. Charges are made for photocopies, and you may be required to sign a declaration stating that the copies are for private use only.
13. Some records created within the past 100 years contain personal details, and are therefore closed for a set period to preserve confidentiality. The office seeks to follow national guidelines when setting such closure periods.
14. Record Office staff are not able to give legal advice or valuations, nor are we qualified to do so.
15. Access to the non-public areas of the Record Office is only permitted if accompanied by a member of the staff.
16. Please follow this code, which is designed for the welfare of your fellow researchers and the documents themselves. Anyone persistently refusing to obey this code may lose the privilege of access to the archive.
17. The resources of the County Record Office will be made available regardless of sex, race or other discriminatory factors and we will aim to provide equality of opportunity for users.