

SEARCHROOM REGULATIONS

The historical records under the care of Ayrshire Archives are irreplaceable. You can help to ensure their survival by following a few simple rules to help protect them from accidental damage or misplacement.

Users of records are expected to observe the following rules in the Search Room.

- ❖ Pencils only may be used in the search room: no form of ink is permitted.
- ❖ Smoking is strictly prohibited.
- ❖ Mobile phones should be switched off while in the search room.
- ❖ No food or drink of any kind, including sweets etc, may be brought into or consumed in the search room.
- ❖ No potentially harmful objects e.g. sharp instruments or adhesives of any kind should be brought into the search room.
- ❖ Coats, bags, briefcases etc, should be deposited in the lockers provided.
- ❖ Please make as little noise as possible to avoid disturbing others.
- ❖ The number of records produced for inspection at one time shall normally be three; further records will be issued only after these records are returned to the issue desk.
- ❖ No marks of any kind may be made on any document.
- ❖ Searchers must not lean upon any record or place upon it the paper on which he/she is writing. Preservation aids e.g. foam rests should be used where appropriate.
- ❖ The arrangement of loose papers must not be disturbed. Any which do appear to be out of order should be reported to the Search Room Supervisor.
- ❖ Damaged documents should be reported to the Search Room Supervisor.
- ❖ Please seek help in repacking documents for return.