

## **INSTITUTE OF ADVANCED LEGAL STUDIES ARCHIVES**

### **REGULATIONS FOR USE OF THE ARCHIVES**

The following regulations have been established for the physical protection of the records. By signing the Research Access Registration Form, you agree to follow these regulations.

1. No food or drink is permitted at the Archives Desk, other than a bottle of water.
2. You must use pencils only. No pens or correction fluid are permitted at the Archives Desk; they can permanently mark records and contain substances that can cause damage.
3. Laptop computers may be used at the Archives Desk, but neither laptop nor charger should be placed on top of the archival material.
4. Do not rearrange or interfere in any way with the original order of papers within a file or container. In order to reduce the potential for material to become disarrayed, please avoid using multiple items at the same time; please have only around three items on the desk at any one time.
5. Please handle all records with care. Do not mark, fold, tear or otherwise harm the material. Do not lean on or use archival materials as a writing base. Any damage found in material issued should be reported to the Archivist.
6. No archival material is to be removed from the Library office at any time.
7. After obtaining permission from the Archivist, you may take digital photographs of archival material, subject to the completion of a Copyright Declaration form, which sets out the conditions.
8. You may request photocopies of archival material, but this must be undertaken by the Archivist. Please place a slip of paper to mark the page for photocopying and contact the Archivist with your request. (Do not use sticky notes or anything that may damage the material.) The Archivist reserves the right to refuse photocopying if, for example, it may cause damage to the material.

Thank you for your co-operation.