



SEARCH ROOM REGULATIONS

Introduction

1. Before you can consult records, you need to register as a user of the Record Office by completing a registration card and providing proofs of identity and address.
2. Records are made available for purposes of historical research. For official, legal or commercial enquiries, please contact the Duty Archivist
3. Original records are held in strong rooms and produced on request at set times during the day. Copyright restrictions apply. Records are available for reference only and may not be borrowed.
4. Because archives are unique and irreplaceable, there are special conditions for their use. Details are given below

Regulations

1. In these regulations, 'Chief Officer' means the Strategic Director of Cultural and Community Services. The Chief Officer will normally be represented in the Record Office by the County Archivist and in the Search Room by the Duty Archivist.
2. Derbyshire Record Office is open to the public from Monday to Friday from 9.30am to 4.45pm except on each Bank Holiday, Good Friday and any other days appointed as holidays by Derbyshire County Council. Over the lunchtime period, a restricted public service is available. The Record Office is also open one Saturday per month.
3. Some records may not be generally open to consultation. The Duty Archivist will advise in such cases. Requests to consult records which are not generally open must preferably be made in writing to the County Archivist and the reason for consultation given.
4. Some series of documents, especially non-current official records, are held in out-stores. Details of these series are available from Record Office staff. Written requests to inspect such records should, where possible, reach the Record Office at least a week before the intended visit and should indicate the research purpose. Enquirers who wish to come at short notice should check by telephone 01629 539207 or email:record.office@Derbyshire.gov.uk
5. Every person visiting the Record Office Search Room must register on his/her first visit, producing proofs of identity and address. On each visit, he/she must enter his/her name, address and postcode and purpose of visit in the Visitors' Register. Registration and signing of the Visitors' Register signifies agreement to observe these Search Room Regulations
6. Search Room users must leave in a designated place their coats, outdoor jackets, umbrellas, bags, handbags, briefcases, document cases, box files and anything else considered by the Chief Officer to be a potential hazard to the security of records or other property in the Record Office. Pencil must be used for taking notes and no liquid ink, ball point pen, felt tip pen, fibre tip pen or fluorescent or other marker may be used in the Search Room. No sharp implements such as scissors or pen knives, no adhesives any kind and no erasers may be taken into the Search Room.



7. Smoking is not permitted in any part of the Record Office
8. Food and drink must not be brought into or be consumed in the Search Room
9. Cameras, hand-held copiers, electronic scanners, mobile phones with cameras, typewriters, tape recorders and mobile phones may not be used in the Search Room. The use of laptop computers is subject to electrical safety checks. With the exception of printouts from microfilm, microfiche or public access computer, no copying of documents by members of the public is permitted.
10. Not more than three separate records can be requested by any one user at each production time . Not more than one record at a time will be produced to any one user for consultation in the Search Room without the permission of the Chief Officer.
11. Where the Chief Officer considers that a record is in a condition unfit for production in the Search Room, it will not be produced until appropriate conservation measures have been taken. No records will be produced from uncatalogued collections without the permission of the Chief Officer.
12. Records must be handled with care and no mark of any kind must be made on them. Paper must not be written on whilst lying on any record. No record may be lent upon. No tracing of any record may be made except with the permission of the Chief Officer. If such tracing is permitted, a soft pencil and a protective sheet of transparent polyester film (available from Search Room staff on request) must be used.
13. No records may be removed from the room in which they are produced for consultation. Any defect in or accident to a record must be reported at once by the user to Search Room staff.
14. Use of public access computers is subject to compliance with Derbyshire County Council's acceptable use policy
15. The Search Room is a place of study. It is not a place for discussion. Users are asked to consider others and to maintain as far as possible a reasonable level of quietness
16. Copies of records can be provided as photocopies, photographs, printouts from microfilm, microfiche or computer, and scanned and digitised images, subject to owners' restrictions, conservation and copyright requirements. Records will not be copied by any method by which the Chief Officer considers that they might suffer damage. Charges for copying will be made in accordance with the Table of Fees as determined by Derbyshire County Council and displayed in the Search Room
17. Any person wishing to reproduce or publish, in electronic or in hard copy form, in whole or in part ,any record or any transcript of any record consulted in Derbyshire Record Office and Derby Diocesan Record Office must make written application in advance for permission to do so, indicating the nature of the proposed reproduction or publication. Written permission is also required for reproduction in any form, in part or whole, of any Record Office publication.
18. Any person not complying with these Regulations or who behaves inappropriately in the Record Office, may be deprived of further access to the records in Derbyshire Record Office and Derby Diocesan Record Office.