

## **CONDITIONS OF ACCESS TO CORNWALL RECORD OFFICE**

1. Documents and microforms will only be produced to searchers holding a valid reader's ticket. Anyone consulting documents, microforms or material on the open shelves must also register.
2. Smoking, drinking and eating (including chewing gum and sweets) in the searchroom is not allowed.
3. Pens may not be used in the searchroom.
4. Bags, briefcases, body pouches, pencil cases, laptop cases, umbrellas, backpacks, coloured document folders or wallets, lever arch files, ring binders and plastic bags must be placed in a locker.
5. Preservation aids (e.g. gloves and book rests) must be used as necessary. The searchroom staff will advise you.
6. Mains operated laptop computers may be used at the owner's risk.
7. Please switch mobile phones off or to silent during your visit.
8. Documents which are unfit for production, uncatalogued or under restricted access will be produced at the discretion of the searchroom staff.
9. There is a charge for taking photographs of records e.g. with a camera, phone or tablet, and a copyright declaration form needs to be completed. Please speak to staff if you wish to take photographs.
10. Permission must be obtained to reproduce or publish the whole or part of any document in any format (including online). The owner's permission may also be required.
11. When using the Record Office facilities, please work quietly in consideration of other users.
12. Infringement of any of these conditions, or behaviour which causes, or is likely to cause, damage to any documents, may result in exclusion from the searchroom.

## **SIGNING THE REGISTER IMPLIES ACCEPTANCE OF THESE CONDITIONS**

### Cornwall Record Office Reader Registration System and Data Protection

Cornwall Record Office maintains a computer record of all reader tickets issued and a signing-in register. We do not pass your details on to any other organisation, except when tickets are issued under the County Archive Research Network (CARN), in which case your details will be forwarded on to the CARN Registrar for inclusion in the CARN scheme. Details of the CARN Data Protection statement can be provided on request.

Sally Weston, Archive Services Manager, July 2016

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