

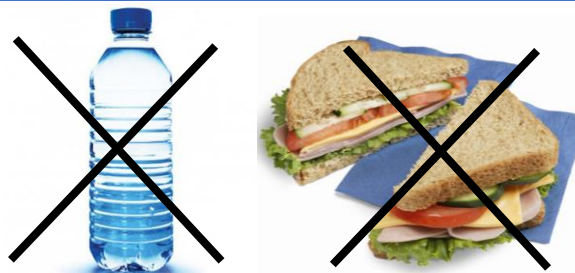
Aberdeen City & Aberdeenshire

ARCHIVES

SEARCH ROOM GUIDELINES



Bags & coats should be left on coat hooks/ in lockers provided, away from the desks.



No eating, drinking or gum.



The Search Room is a quiet study area. Phones & other devices should be on silent.



Ensure your hands are clean & dry. Gloves will be provided to handle photos.



Use pencil only – no pens.



Use book supports and weights provided. Do not lean or rest anything on an item.



Speak to staff if you wish to make copies. Charges will apply & restrictions relating to copyright may apply.



Handle documents carefully: acid free paper slips are available to mark pages.



Maintain the order of any loose papers in a file or bundle. Report damage to staff.

Search Room staff are happy to provide advice or help, please ask if you require any assistance.

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