

Department of Archives

REGULATIONS FOR RESEARCHERS

- 1** The Department of Archives is normally open to searchers for the inspection of documents on Mondays to Fridays (except on public holidays) from 10:00 a.m. to 4:45 p.m. Wherever possible an intending searcher should notify the Director in advance of his visit, stating the object of his enquiry.
- 2** A person desiring to inspect documents shall write his full name and address daily in the attendance register and sign such tickets as are necessary for the production of the documents required. Signing of the register shall imply agreement to observe these regulations, and their infringement shall render the searcher liable to exclusion.
- 3** All documents shall be returned to the Research Room Staff before the searcher leaves the Research Room and each person will be held responsible for the documents which have been produced for his inspection.
- 4** No official document less than thirty years old shall be produced to searchers without special permission, nor any documents which in the opinion of the Director should be withheld in the public interest or production of documents of special value, in a fragile condition or uncatalogued may be refused at the discretion of the Research Room Staff, or may be subject to such conditions as he shall think requisite for their safety and integrity.
- 5** THE RESEARCH ROOM STAFF SHALL DETERMINE THE NUMBER OF DOCUMENTS WHICH A SEARCHER MAY CONSULT AT ONCE. NO MARK SHALL BE MADE ON A DOCUMENT AND NO PERSON SHALL LEAN ON ANY DOCUMENT OR PLACE ON IT THE PAPER ON WHICH HE IS WRITING. ANY DEFECT IN OR ACCIDENT TO A DOCUMENT MUST BE REPORTED AT ONCE TO THE RESEARCH ROOM STAFF. THE GREATEST CARE MUST BE EXERCISED IN HANDLING DOCUMENTS AND NO PEN OR INK MAY BE USED. NO INK MAY BE BROUGHT INTO THE RESEARCH ROOM. PENCILS ONLY WILL BE ALLOWED.
- 6** No food (including gum, candy, etc.) or drink is allowed in the Research Room. Smoking is prohibited in the Research Room and silence is to be maintained as far as possible.
- 7** On application, tracings of maps or the taking of photocopies may be allowed at the discretion of the Research Room Staff. In special circumstances copies of documents will be made and certified as correct by the Director on payment of appropriate charges.
- 8** REPRODUCTION OF PHOTOGRAPHS, PHOTOSTATS OR PHOTOCOPIES SUPPLIED BY THE PUBLIC RECORDS OFFICE MAY BE MADE ONLY WITH THE PERMISSION OF THE DIRECTOR. APPLICATION FOR PERMISSION SHALL BE MADE IN WRITING TO THE DIRECTOR, STATING THE OBJECT OF THE REPRODUCTION. THE DIRECTOR RESERVES THE RIGHT TO MAKE A CHARGE.
- 9** Searchers shall not seek legal advice from Research Room Staff.
- 10** THE DIRECTOR, RESEARCH ROOM STAFF OR SECURITY MAY EXCLUDE OR REMOVE FROM THE PUBLIC RECORDS OFFICE ANY PERSON WHO CONTRAVENES THESE REGULATIONS OR WHOSE EXCLUSION OR REMOVAL FROM THE DEPARTMENT OF ARCHIVES IS OTHERWISE NECESSARY FOR THE PROPER USE AND REGULATION THEREOF.