

SEARCH ROOM REGULATIONS

The following rules are to be observed to safeguard the documents at the National Archives

1. Researchers must complete an Application for Research form each day he or she uses the Search Room.
2. Briefcase and bags must be placed in the lockers provided. Researchers must only enter the Search Room with pencils and paper.
3. No smoking, eating or drinking is allowed in the National Archives Search Room.
4. Due care must be taken in handling fragile documents.
5. The National Archives reserves the right to withhold any document where continued use would cause serious damage to the item.
6. Care must be taken to avoid undue pressure on documents. No leaning on documents or placing of items on documents are allowed.
7. Records are not to be marked, torn, defaced, rearranged or in any way damaged. Any damage to documents must be drawn to the attention of the National Archives staff.
8. The Researcher must leave all documents on the desk after use upon leaving the Search Room.
9. The Researcher must assume full responsibility for infringement of laws related to intellectual and other property rights when using material obtained from the National Archives.

I declare that I have read the rules governing the use of the National Archives Search Room facilities and the documents therein, and I agree to abide by them. I also agree that I will acknowledge in any publications, dissertations, etc., the source of documents used in the National Archives.

Signature of Researcher

Date