

## Use of Archive Material

### Handling material

- All archives should be handled with care, using weights and supports as necessary.
- Please use pencil only.
- Please be careful not to mark or lean on archive material.
- Volumes and files should be left closed during temporary absence.
- Cotton gloves are provided for handling photographs.

### Facilities

- Food and drink may only be consumed in the kitchen area.
- This is a non-smoking building.
- Electricity supply for laptops can be provided on request.
- No cameras or hand-held scanners may be used in the Archive.

### Reprographics services

Reprographics are undertaken in line with the Archive's preservation policy, and subject to the provisions of the Copyright Designs and Patents Act 1988. Conditions are likely to apply to publication; please ask the Archivist for details.

### Health & Safety

If medical assistance is required please alert Archive staff.

The fire alarm is tested every Friday morning at 10am. If the alarm sounds at any other time staff will direct you to the nearest fire exit and assembly point.

### Publication

Permission to publish manuscript or archival material, including photographs, should be sought in writing from the Archivist.

### Opening Hours

We are open Monday to Friday from 10am to 5pm.

Arrangements can be made to accommodate researchers outside these hours, please ask the Archivist.

### Further information

For further information please see our website <http://archive.co-op.ac.uk> or speak to the Archivist.