



## Argyll Estates Archives: Reading Room Regulations

Archives are unique and irreplaceable, and some of our records are very fragile. We, therefore, ask visitors to take great care when using the archives to ensure that they remain available for future generations.

All researchers and other visitors to the archive must sign the visitors' book and by doing so agree to observe these reading room regulations.

1. Please bring as few bags, outdoor garments and umbrellas as possible as there is no secure storage available.
2. Smoking is not allowed in the archive.
3. Pens and sharp objects must not be used in the archive.
4. You may use a pencil and notebook, or a laptop for taking notes. Always keep notebooks and laptops flat on the desk - never place them on top of records.
5. When consulting loose papers, keep the papers in their original order.
6. Do not lean on the records and do not use pressure to flatten loose or rolled items, or to open volumes flat – always use book weights when required.
7. Make use of book rests and weights where appropriate, to provide support for records and to create a comfortable working position for yourself.
8. Ask the archives team for assistance if you are uncertain how to handle a record safely, or if you find a fragile or damaged record – if you inadvertently cause damage please let us know straight away.
9. Records which are known to be fragile or damaged may not be available for consultation – most of these records are clearly identified in the archive catalogues, but some may only come to our attention during your visit.



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10. Where digital copies or other surrogates have been created you may be asked to consult the surrogates in order to prevent wear and tear on the original records. Access to the original records may be granted at the discretion of the archive team.
  
11. It is very helpful for us if you can specify which records you wish to study in advance of your visit. Please send a list by email to reduce delays when you arrive.
  
12. You may copy records for personal research purposes, using a camera or mobile phone. Please see our [Photographic Guidelines and Charges](#) for further details.
  
13. Records must not be removed from the reading room. You are responsible for all records issued to you until these are returned to the custody of the archives team and checked. Any incidence of wilful damage or theft of the records will be treated as a police matter.