

# Carmarthenshire Archives

## Search room Rules

When using the Search Room, we ask that you to abide by a few simple rules. These rules are intended to protect the documents and ensure their continued preservation. They are also intended to encourage a productive working environment. Most of the items issued to you are unique and as such we ask that you treat them with the appropriate care and respect.

- All visitors must produce a reader's ticket in order to view original documents.
- Mobile phones must be turned off in the searchroom.
- Only pencils may be used for taking notes - the use of ink pens and sharp implements (such as scissors) are not allowed in the searchroom.
- All personal belongings other than pencils and notepaper should be placed in one of the lockers provided.
- Smoking, drinking and eating (even of sweets or gum) is not allowed in the Search Room.
- To help safeguard the documents, readers will be issued with only one item at a time.
- Documents should be treated with the utmost care. Please do not lean on them or apply unnecessary pressure. Suitable weights and volume supports are available where necessary. Do not make any mark upon the documents.
- The original order of documents within a file should not be disturbed.
- To avoid any unnecessary disturbance searchroom users are asked to maintain a reasonable level of quietness.

**Thank you**