

Greater Manchester County Record Office

GMCRO - GUIDELINES FOR USERS

The books and documents held at the Record Office are unique and irreplaceable. You are asked to handle them with great care and observe the following points:

- Users must produce a valid **COUNTY ARCHIVE RESEARCH NETWORK** readers ticket **OR** provide official proof of identity (name, address and signature)
- Temporary tickets, valid for one day only, will be issued in the absence of means of identification. No more than three temporary tickets will be issued to any one person
- Please sign the Searchroom register on each visit to indicate your willingness to accept the guidelines. This is also a security measure and helps us to compile our statistics
- **ALL BAGS MUST BE LEFT IN THE LOCKERS IN THE SEARCHROOM LOBBY.** Only items essential for your research should be brought into the Searchroom
- **PENCILS ONLY** may be used in the Searchroom: no form of ink, including ball-point pens, is permitted
- Smoking is prohibited throughout the building, including the stairs and toilets
- **NO FOOD OR DRINK OF ANY KIND**, including sweets, may be brought into or consumed in the Searchroom
- Searchers are asked to make as little noise as possible to avoid disturbing others
- Mobile phones should be switched off before entering the searchroom
- Records will not be produced for purposes likely to lead to dispute or litigation
- The numbers of records produced for inspection at any one time shall normally be three: further records will be issued only after these records are returned to the issue desk
- No mark of any kind may be made on any document, nor may any map or other document be traced without the permission of the archivist
- Documents may not normally be photographed. Xerox copies, photographs or print-outs from microform will be supplied at the appropriate cost, if this can be done without damage to the document, and subject to any conditions imposed by the depositor
- The archivist will explain copyright regulations, and when the results of research are published the source(s) of the information must be correctly acknowledged. Users may not claim publication right on material in the custody of GMCRO.
- Some documents held in the record office are subject to the Data Protection Act 1998. While the archivist is responsible for protecting data whilst in storage, anyone that uses personal data contained in material held by GMCRO must observe the Data Protection Act. If you are unsure about your responsibilities, please seek legal advice