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## Searchroom Regulations

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### REGISTRATION

The Suffolk Record Office is part of the County Archive Research Network (**CARN**) and a **CARN** reader's ticket is necessary to gain access to archive material and books not on open access. An official document containing the intending searcher's name and address must be produced before a **CARN** ticket will be issued.

Searchers should sign the searchroom register on arrival.

### SECURITY

Reader's tickets are part of the Record Office security system. In the further interests of security, the searchrooms are monitored by closed-circuit television and/or mirrors. Bags and cases (including large hand-bags) should be placed in the lockers provided. Bags too large for the lockers should be left with the searchroom supervisor.

### ORDERING DOCUMENTS

- A document request slip should be completed for each item required (other than books, maps, microfilm or microfiche on open access). The reader's **CARN** ticket should be handed to the searchroom supervisor with the first order of each day.
- Searchers may order a reasonable number of items each day, at the discretion of the searchroom supervisor, but no more than four will be issued at any one time. A bundle of deeds or papers will be regarded as one item.
- Documents may be ordered up to 30 minutes before closing time.
- Documents required on the following day may be held over, on request to the searchroom supervisor.
- All items ordered by document request slip should be returned to the searchroom supervisor when finished with; when they have been returned and checked, the reader's **CARN** ticket will be handed back. Books from the open shelves should be left on the tables; microfilm and microfiche should be replaced in the cabinets and binders.

### HANDLING BOOKS AND DOCUMENTS

- If transcripts or microform copies of documents exist they should be used instead of the originals. Books or documents which are in a fragile condition cannot be produced.
- Pencil only should be used for note-taking, as the careless or accidental use of pens can cause irreversible damage to books and documents.

- No tracing may be made without the permission of the searchroom supervisor. If permission is given, a protective transparent sheet will be provided, to be placed between the tracing papers and the document.
- Nothing should be placed on a book or document when it is being read; books and documents must not be marked, defaced or damaged in any way.
- Please repack files and bundles exactly as found.

## USE OF THE SEARCHROOMS

- Smoking, eating and drinking are not permitted in the searchrooms. Silence should be maintained as far as possible, to prevent disturbance to other readers.
- Young children, if accompanied by an adult, may use the searchrooms, but may be asked to leave if their behaviour inconveniences other users.
- Animals, other than guide dogs for the blind, are not allowed in the searchrooms.
- Tape recorders and copying machines may not be used in the searchrooms. There is provision for lap-top computers to be plugged into the mains electricity supply. A power breaker will be supplied and must be used with all laptops. Cameras may be used only in accordance with our self-service photographic facility. Arrangements may sometimes be made for use of tape recorders elsewhere in the office; where possible, prior application should be made.

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