
Searchroom Regulations

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 for use on Saturdays must be pre-ordered by 2pm on the preceding Friday.
- There are no productions between 1pm and 2pm on Mondays to Fridays. Requests for documents must be submitted by 12.45pm. Productions start again at 2pm.
- 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.

Bury Record Office, 77 Raingate Street, Bury St Edmunds, IP33 2AR

Telephone: 01284 741212

Email: bury.ro@suffolk.gov.uk

Ipswich Record Office, Gatacre Road, Ipswich, IP1 2LQ

Telephone: 01473 584541

Fax: 01473 584533

Email: ipswich.ro@suffolk.gov.uk

Lowestoft Record Office, Clapham Road, Lowestoft, NR32 1DR

Telephone: 01502 405357

Fax: 01502 405350

Email: lowestoft.ro@suffolk.gov.uk

Suffolk Record Office web site: <http://www.suffolk.gov.uk/sro>

Suffolk Heritage Direct website: <http://www.suffolkheritagedirect.org.uk>