

Knowsley Archives Service

Guidance for visitors to the Archive Search Room

We want you to feel safe when you visit the Archive and so we have put a number of procedures in place to keep both you and our staff safe. It is important to note that access to the archive search room is strictly by appointment only, and due to space restrictions, only 1 person will be allowed into the search room at any time. The exception allows 1 additional person from the same household or support bubble who is assisting the researcher in their visit to the Archive. Social distancing must be maintained at all times. Hand sanitiser will be provided and should be used on entry and exit. We also urge you to wear a face covering for the duration of your visit.

1. Appointments are available in 2-hour sessions:
 - Monday, Tuesday and Friday: 10:00am – 12:00pm and 2:00pm – 4:00pm
 - Thursday: 10:00am – 12:00pm
2. Prior to making your appointment, you must decide what materials you wish to view. To do this, search the online catalogue <http://archivecat.knowsley.gov.uk/CalmView/default.aspx> and the analogue catalogue, available on our website. We can assist you in searching the catalogues and other finding aids for the items you require. Make a note of every item you want to look at by title and reference number, as you will need to tell us exactly which items you want to view. Please note – **we will not be able to retrieve additional items on the day of your visit.**
3. Appointments can be made by telephone, email, letter or social media and you must give a **minimum of 24 hours' notice**. This is to ensure that the materials you wish to look at have been prepared for your visit.
4. We will confirm your appointment and advise you of any special instructions regarding access and equipment such as reader printers. You should bring your own pencil and notebook to record your research– we will not be able to provide writing materials. You can let us know if you will require magnifiers or the use of any assistive technology such as low vision aids.
5. Cancellations should be made at the very earliest opportunity: if more than 24 hours' notice is given, we can offer your slot to another researcher. If you are suffering from any COVID-19 related symptoms or have been in contact with any person who has symptoms or has tested positive for COVID-19, cancel your appointment and follow Government and NHS guidance on testing and self-isolation. **DO NOT ATTEND YOUR ARCHIVE APPOINTMENT.**

Thank you for supporting our precautions, put in place to keep all of us safe.

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6. On arrival, you will be asked to use hand sanitiser before entering the search room. Please use the sanitiser provided, as certain types of sanitiser can cause damage to archive materials.
7. You will be asked to show ID and fill in our standard visitor form. If you are being supported, the person with you will be asked to provide name, address and contact details for COVID-19 track and tracing: these details will be kept for 21 days.
8. Place your bulky personal items in the secure place indicated.
9. The archive items you have requested will be on a tray on the research table. You will remove all items from the tray.
10. Any reference books or other items that you remove from the shelves must not be returned to the shelf: they must be placed on the table until the end of your session.
11. Ask a member of staff if you want to take digital images for personal research purposes: you will have to sign a declaration.
12. Once you have finished your research, place the archive items, any forms that you have filled in and any reference books you may have used on the tray; additional trays can be provided. Leave the tray(s) on the table to be collected by staff.
13. If you intend to use the PC, please bring your Library membership number and pin number with you so that you can log on. If you are not already a member of Knowsley Libraries, please join up online **in advance** here: <https://yourlibrary.knowsley.gov.uk/> . When you have finished your research, please log out and leave the machine for staff to sanitise.
14. If you have booked the microform reader, it will be set up for your use on arrival. On completion of your research, leave the equipment as it is: staff will rewind and remove the microfilm / remove the microfiche and then sanitise the equipment.
15. Collect your personal belongings.
16. If you need to make a further appointment, you can do this now.
17. Use hand sanitiser before leaving the search room.

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