

Knowsley Archives Service

Guidance for visitors to the Archive Search Room

We want you to feel comfortable when you visit the Archive and so we have put procedures in place to keep both you and our staff safe.

1. Appointments are available in 2-hour sessions:
 - Monday, Tuesday and Friday: 10:00am – 12:00-pm and 2:00pm – 4:00pm
 - Thursday: 10:00am – 12:00pm
2. Prior to making your appointment, you should 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 help 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.
3. Appointments can be booked by telephone, email, letter or social media and you should 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 inform you of any special instructions about access and equipment such as reader printers. You should bring your own pencil and notebook to record your research – ink can cause damage to archival documents.
5. You can also let us know if you will need magnifiers or the use of any assistive technology such as low vision aids.
6. 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, please cancel your appointment.
7. On arrival, you will see that we have made hand sanitiser available for use: please use the sanitiser provided, as certain types of sanitisers can cause damage to archive materials. You may also feel more comfortable wearing a face covering or mask.
8. You will be asked to show ID and fill in our standard visitor form.
9. Place your bulky personal items in the secure lockers as shown.
10. The archive items you have requested will be delivered to you in a tray.

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

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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, you can place the archive items and any forms that you have filled in in the tray or trays and return them to an Archive Team Member.
13. If you intend to use a 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 a 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. You may wish to use the hand sanitiser again before leaving the search room.
18. Thank you for visiting!

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