

# Highgate School Archives

## Reading Room Rules

Researchers are asked to take great care when handling archive materials to prevent damage to the collections. Please:

- Leave coats, bags and umbrellas on the coat stand.
- Do not bring any food or drink into the Archives.
- Use only a pencil or laptop for taking notes. Do not use pens or highlighters.
- Handle collection items carefully to prevent tearing, creasing, scratching and other damage.
- Do not write, lean or rest anything on collection items. If you need to hold a page down, ask for a book weight.
- Do not insert bookmarks or attach post-it notes to collection items. If you are going to use the item again, make a note of the page reference.
- When using a file of loose documents, keep all sheets in order. Do not remove staples, clips or fasteners.
- Do not force open tightly bound volumes or bend back covers or spines.
- Do not place volumes face down on the table.
- Do not fold over corners of pages.
- Ask staff for assistance if you are unsure how to handle a collection item.
- Seek permission from a member of staff before taking photographs.
- Readers are obliged to comply with the relevant legislation on copyright and data protection when using information from the archives.
- Do not remove items from the room.

Book cushions, weights, cotton gloves, magnifying glasses, pencils and pencil sharpeners are available for supporting and using collection items.

## Copying

There are no self-service copying facilities, but we can photocopy or scan items for you. Copying is subject to the condition of collection items and to copyright law. Each item is assessed before copying and orders are accepted at the discretion of the Archivist.

For conservation reasons, the following kinds of material cannot be photocopied or scanned:

- All manuscripts and archives.
- Printed works over 100 years old (unless a third set exists).
- Volumes that are tightly bound, damaged or fragile

Researchers can, however, take photographs of these collection items in line with the Archive's Reading Room Rules.

The Copyright, Designs and Patents Act 1988 restricts copying of the following items:

- More than 5% or one chapter of a printed work.
- More than one article from an issue of a periodical.