

# **BBC Written Archives Centre**

## **Information for Visiting Researchers**

Archives Technology & Services



## Contents

Service Provision.....	2
Opening Hours .....	2
Contact Details .....	2
How to find us .....	2
Public Transport .....	2
By Car .....	2
Before your Visit .....	3
Upon Arrival.....	3
Using the Reading Room .....	4
Reading Room Etiquette.....	4
Microfilm Room .....	4
Handling files .....	4
Requesting extra files.....	5
At the end of the day .....	5
Cancellations.....	5
Copying documents .....	6
Digital Photography.....	6
Microfilm Copies .....	6
Licensing & Re-Use .....	7
Facilities.....	7
Waiting Room.....	7
Lockers.....	7
Food & Drink.....	7
Toilets .....	7
Computer facilities.....	7
Smoking.....	8
Safety & Security .....	8
Emergency Procedures .....	8



## **Before your Visit**

When we confirm your appointment, we will issue you with a copy of our researcher Terms of Use. Please sign these by hand and return a digital copy to us via email ahead of your visit.

## **Upon Arrival**

Our Reading Room is open from 10am. If you arrive slightly early, you are welcome to wait in our Waiting Room until we are fully open to visitors.

When you arrive at the Centre please press the button for the intercom, which is located on the wall to the right of the front door. Please identify yourself and the purpose of your visit to the member of staff who answers, who will then give you access to the building.

When you enter the building, the Reception desk will be on your immediate right. On arrival we will provide a brief safety induction and ask you to sign the Visitors' Book, which we will use as a register in the unlikely event of emergency. Please remember to sign out again when you leave, including if you leave the building for lunch (in which case, please sign back in upon return).

We will let you know which desk has been assigned to you in the Reading Room (and/or Microfilm Room). We will also assign you a numbered locker.

# Using the Reading Room

## Reading Room Etiquette

The Reading Room opens at 10am and closes at 5pm.

Please leave all bags, cases and coats in the Waiting Room; they may not be taken into the Reading Room.

Please wash your hands thoroughly before entering the Reading Room. If you have recently used hand sanitiser, please wash your hands with soap and water before handling archive material.

No food, drink, or any other form of liquid or gel, is allowed in the Reading Room. This includes cough lozenges, gum, water bottles and hand cream









Internet access is available via the BBC's guest Wi-Fi network. Instructions on how to connect your device to the Wi-Fi network are available in the Reading Room. Please note that the Reading Room is a quiet area and all devices should be kept in silent mode so as not to disturb other users.

## **Smoking**