

Regulations for use of original archives, printed books, voter's registers, maps, photographs and watercolours.

1. On each visit a reader must sign the visitors book and produce his/her reader's ticket.
2. Material must not be removed from the searchroom and must be returned to the returns counter.
3. When handling material:
 - great care must be taken at all times;
 - all notes must be made in **pencil** only;
4. Readers wishing to photocopy or photograph material must first ask permission from a member of staff; you may be asked to sign a copyright form.
5. We reserve the right to withhold material which is uncatalogued or fragile or where the owner's interest is involved.
6. The City Libraries' Bye-laws apply. In particular, **no food or drink may be taken into the searchroom. Bags must be placed in the lockers provided.**
7. In the interests of all users, noise should be kept to a minimum; mobile phone conversations are not permitted.
8. Users will not be issued with more than 3 volumes or one bundle/folder at any one time.
9. Archive material such as parish registers will be collected every 30 minutes at quarter to and past the hour; reference material will be collected every 30 minutes, on and half past the hour.
10. All requests must be made on request slips, with one item per slip. Please give full details of all items requested, including full references. Please also state your table number.
11. No material will be issued 45 minutes before closing and all must be handed in 15 minutes before the department closes

**LIVERPOOL LIBRARIES AND INFORMATION SERVICES
RECORD OFFICE, LOCAL STUDIES & FAMILY HISTORY SERVICE**

APPLICATION FOR READER'S TICKET

NAME
Mr/Mrs/Miss/Ms.....
DATE OF BIRTH.....
ADDRESS.....
.....
.....
POST CODE.....
EMAIL.....
TEL.....

I wish to apply for a Reader's Ticket authorising me to view record office material, and to normal library privileges.

I agree to abide by the regulations governing the use of such material and understand that in the event of misuse this ticket will be withdrawn.

Please return this form to the Record Office in person with proof of name and address. Any one of the following is acceptable (tick as appropriate):

- Current driving licence,
- DSS payment book,
- City of Liverpool Library ticket
- MPTE or similar Zone Ticket,
- Student Union Card (only if address included)
- CARN ticket
- Recent utility bill
- Other (**if so, please specify**):

If your form of ID does not give your address, your card will be posted to the address declared above.

SIGNED.....

DATE.....



**Liverpool Libraries and Information
Services, Record Office, Local Studies
& Family History Service.**

**Application
for
Reader's Ticket**

