

## Permitted items allowed into the Reading Rooms

We allow the following research aids in the reading rooms

### Paper research



- up to five standard pencils (not coloured and without erasers)
- up to 20 sheets of loose papers and one spiral bound notepad
- your own historical papers (you must register these with Security upon entry to the original document reading rooms)

### Electronic equipment



- mobile phones (switched to silent mode)
- laptops and tablets (sound must be disabled)
- camera (the flash and shutter noise must both be disabled)
- headphones (these must not be loud enough to disturb other users)

### Other items



- a **transparent**/clear plastic bag (available at the locker area)
- a change purse or wallet (these must fit within The National Archives' clear plastic bag)

\*Other items may be permitted at the discretion of the Reader Invigilation Manager

Lee Oliver, Head of Public Services Development.

# Rules for Readers – Pilot for 'Permitted Items'

## What you can take into our reading rooms

We are introducing a pilot starting on the 29<sup>th</sup> March 2016 and finishing on the 25<sup>th</sup> June 2016.

During this period you will only be permitted to take items into the reading rooms from the advertised list.

The aim of the pilot scheme is to add resilience to the security and safety of the collection. We also want to help readers by giving more clarity on what can be taken into the reading rooms.

We would welcome your feedback during the pilot. Please complete a *Your Views* form with your comments.

Thank you for your assistance.

Lee Oliver  
Head of Public Services Development