

Wigan Archives & Local Studies

Reading Room Regulations & Guidelines

The collections we look after at Wigan Archives and Local Studies are unique and irreplaceable. We offer users the opportunity to examine historical records to carry out their own research, but we must also act to preserve these records for the future.

We therefore ask all researchers to adhere to basic precautions when consulting records to ensure they remain available in the future.

- Documents and books may not be removed from the reading room;
- Please use only pencils. No form of ink is permitted, even for your own notes;
- Use the document/book supports and weighted cords where appropriate;
- No smoking, drinking or eating, including sweets and chewing gum;
- Do not lean upon any document/volume or place objects upon them;
- Retain all files or bundles of paper in their original order;
- Please place all coats and bags in the lockers provided or on the coat hooks; please keep the tables and work areas free from all personal possessions.
- You are welcome to take your own photographs of documents for a small charge, and for private study only. Fees are applicable if any image is to be published. Please consult staff before using your camera and turn off your flash.
- Items in our collections are often damaged or fragile. We will always endeavour to provide items requested by researchers but in the case of some materials this may not be possible due to their physical condition. Please understand if items you request are not accessible or require special precautions to make them available. In these circumstances, items are produced at the discretion of the archivist or local studies officer.

Please help us to provide a pleasant working environment for other users.

- To avoid disturbing other users, please do not conduct lengthy discussions about your research in the reading room;
- Please switch off your mobile telephones.

If you have any questions regarding the condition of the records or volumes you are looking at or are uncertain about how to best handle items, please ask a member of staff and we will be happy to assist you.