

Archives: Wigan & Leigh
Wigan Council
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Reading Room Regulations & Guidelines

The collections we look after at Archives: Wigan & Leigh are unique and irreplaceable. Visitors are encouraged to examine historical records to carry out their own research but must handle records appropriately to preserve them for the future.

We ask all researchers to adhere to basic precautions when consulting records to ensure they are in a good state of conservation and 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 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; please keep the tables and work areas free from all personal possessions.
- You may be asked to wear gloves provided when accessing certain types of records.
- You are welcome to take your own photographs of documents without charge, and for private study only, provided there are no copying restrictions applicable. Fees may be applicable if any image is to be published. Please consult staff before using your camera to check that there are no copying restrictions. You will be asked to complete a reproduction form. Please turn off your flash when using a camera.
- Items in our collections are often damaged or fragile. We will always endeavour to provide items requested by researchers, but some collections may not be available due to their physical condition. Please respect decisions made by staff if items requested are not accessible or require special precautions to make them available. In these circumstances, items are produced at the discretion of the Archives.

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

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

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.