



Reading Room Guidelines for Users

As part of the National Fairground Archive policy of care of the collections every user of our reading room is requested to comply with the following:

- Upon entry please sign in the book. This help us monitor the use of our resources
- Coats, umbrellas and bags must be stored in the secure lockers provided while using the reading room
- Please turn your mobile phone to silent mode
- Only the use of pencils is allowed in the reading room. Please refrain from using biros, markers or any other permanent type of writing device on or near the collections. Any writing or sketching must be carried out away from the collections
- Photography of items is only allowed upon request. Please refrain from taking images of the collections without prior consent. A copyright license must accompany all image reproductions and a charge may be applicable for either the supply or use of the images
- There may be instances when delicate items from the collection are not suitable for handling. Please follow the NFA staff member instructions on handling of collections when requested
- Do not remove items from their protective sleeves. Items will only be taken out of their sleeves in exceptional circumstances. If an item needs to be handled please seek the assistance of a member of staff
- If viewing collections, you will be requested to sit facing the NFA counter. This is to enable the correct monitoring of the use of collections
- Scissors, knives, scalpels and any other type of cutting implements or tools are not allowed in the reading room
- The consumption of drinks and food is not allowed in the reading room at any time. These kind of products can cause direct damage to the collections as well as attract insects and mould
- After using the resources available in the reading room, please leave them on the table so a member of staff can put them back in their correct location and record their use

What can you expect from our service:

- When viewing collections a member of staff may need to supervise the handling or items
- At the NFA we hold thousands of items and retrieving them can be an arduous task. When requesting the viewing of collections you may be asked to narrow down your selection in order to make their retrieval and use both manageable and safe
- For security reasons only small amounts of collections can be brought up and viewed at one time
- The request for viewing large amounts of material or carrying detailed search or research work by a member of the NFA staff will carry a charge. Only standard or reasonable preliminary research and searches are free of charge
- The viewing of old or rare books may require the use of special foam supports to avoid damaging the item

Enjoy your visit!