

Bristol Archives

Ordering archives



The archives in our care are unique and irreplaceable; please help us to safeguard them for future generations.

Documents are produced from our strongrooms during these times:

Tuesday to Friday	9.30am - 12.00pm	1.15pm - 3.45pm
First two Thursdays of month	9.30am - 12.00pm	1.15pm - 6.15pm
First two Saturdays of month	10am - 3pm	

Records on microfiche/film are available throughout our opening hours.

Ordering archives

Please:

- Request documents by filling in yellow order slips (one reference number/item per slip, unless items are numbered consecutively) and placing them in the basket on the counter
- Restrict your order to three slips at once. If you want to see several items, it is best to prioritise. We usually produce orders within 20 minutes or less, but it can take longer at busy times.
- Remember that consulting archives can be time-consuming, so be wary of ordering more than you have time to work through. We can always produce more for you if necessary.
- Our staff will try to advise when documents have arrived, but please feel free to ask at the counter.
- Be aware that we limit the number of items given to visitors at one time. When you have finished, just ask at the counter for your next item.
- Return items you have finished with to the counter. If they are large items, tell staff you have finished and we will collect them.
- Tell staff when you leave for the day. If you haven't looked at everything you ordered, tell staff if you plan to return on another day to look at these items.

Using and handling archives

Please:

- Use pencil to make notes.
- Always handle archives with care and do not mark them in any way.
- Do not lean on archives or rest your paper on them to take notes.
- Do not use erasers or post-it notes near archives.
- Check that volumes are supported on cushions
- Use the available weights to hold down pages or rolled items.
- Keep all documents in their original order.

Our staff are here to help you to find your way around the searchroom and use the archives. Please ask if you need any help.