

Bristol Archives

Visitor guidelines



Welcome to Bristol Archives

Please take a moment to read these guidelines, which ensure the safety and security of our records and our visitors. By signing our visitors' register, you agree to abide by these during your visit.

We hope your visit is productive and enjoyable.

When you arrive, please

- ✓ Sign the visitors' register.
- ✓ Silence your mobile phone and only take/make phone calls in the foyer during your visit.
- ✓ Place essential small items that you need in the searchroom inside a clear bag or sleeve. Plastic bags are available if required, but please return them before you leave.
- ✓ Place all other items in the lockers in the foyer, including belongings such as handbags, bags, camera/laptop cases, coats and umbrellas.
- ✗ Do not take pencil cases, document wallets/folders, ring binders or box files into the searchroom unless they are transparent and clear (not coloured).
- ✗ Do not take any food or drink into the searchroom, including sweets or gum.
- ✗ Do not leave valuable items unattended at any time, including cameras and laptops. Lockers are available in the foyer but Bristol City Council cannot accept liability for any items lost or stolen.

In the searchroom, please

- ✓ Use only pencils: pens are not allowed.
- ✗ Do not use erasers or post-it notes near archival documents.
- ✓ Follow any guidance provided on using and handling archives.
- ✓ Respect other visitors by keeping conversations to a minimum.
- ✓ Ask our staff if you need any assistance - we are here to help.
- ✓ Purchase a photography licence before taking any photo (flash photography is not permitted)
- ✓ Remember that archives can be dusty and dirty; always wash your hands after using documents, especially before eating.

In the event of a fire or bomb alert it will not be possible to collect coats or bags. You should evacuate the building immediately as instructed by staff, who will be acting according to fire orders drawn up in consultation with the Fire Brigade.

Thank you for your co-operation