

Reading Room Guidelines



Te Rua Mahara o te Kāwanatanga

ARCHIVES

NEW ZEALAND

Welcome to Archives New Zealand

When you arrive

- Please sign the **Visitors' Book**, in and out each day, to meet Health and Safety requirements.
- **Bags** must be left in the secure lockers provided, keys are available from the front desk. Coats may be hung outside the Reading Room on the rack provided.



Preserving the Archives

- Food and drink can damage archival material so is **not** to be brought into the Reading Room or consumed there.
- **Pencils** only are to be used throughout the Reading Room.
- Archives must be handled carefully – please follow handling directions and all other reasonable instructions given by staff.
- To maintain the integrity of the documents please do not damage, mark, fold or rearrange them and please do not open any sealed envelopes.
- Make sure you read and understand the 'Handling Guidelines' information sheet.



Behaviour

- No archival material is to be removed from the Reading Room by researchers.
- Please make sure that you do not leave personal items or archives unattended.
- Please keep other researchers in mind and work quietly. Cell-phones and personal stereos must be switched off. A small meeting room is available if required.
- Access to senior staff and management is by prior appointment only, researchers must remain in the public areas of the building.

Copying and Publishing

- Unfortunately not all archives can be photocopied. Archives New Zealand cannot photocopy items that are greater than A3, are fragile or in a bound volume.
- No publication using images sourced from Archives New Zealand may be made without prior written permission of Archives New Zealand. Approval is conditional on the material being acknowledged and the correct Archives Reference cited.
- All camera users must be registered and must adhere to the 'Using Personal Cameras to Copy Archival Records' information sheet.



Users of the Reading Rooms who breach these rules may be required to leave the premises, or may have their registration suspended for such period as the Chief Archivist considers fit.

Users who engage in offensive or disturbing behaviour will be required to leave the premises.

Researchers who find particular rules difficult to comply with, because of individual circumstances, should discuss their needs with staff to establish whether any variation to suit their requirements is possible.