

## Planning your visit to the Record Office

### What to bring with you

- CARN ticket or suitable identification showing name, address and signature – a driving licence or a bankcard and a utility bill.
- Notebooks
- A couple of pencils – no pens!
- Research material you have already gathered, notes, certificates, computer printouts etc.
- Digital camera if you have one – we are not always able to photocopy items but you may be able to take a photograph as long as the flash is off. **There is a charge for taking photographs in the searchroom. Daily permit - £5.00; Weekly permit - £8.00; Yearly permit £50.00.** You will need to sign a form for this so please ask at the desk before taking any photographs.
- Laptop computer if you wish. **There is a charge for attaching your laptop to the mains supply. Daily permit - £2.00; Weekly permit - £5.00; Yearly permit £25.00.** You may also need to use one of our circuit breakers. Please ask at Reception before you enter the searchroom.
- Change – for use on the reader printer if you are likely to be printing from microfilms, and for the coffee machine

### Before you come to visit

- Check that we are open – we are always closed on Mondays, public holidays and the first complete week of each month (apart from the Saturday). See our [website](#) for updates
- If you have emailed us with a question, check the response and bring a copy of it with you, especially if our email contains reference numbers for documents you wish to look at
- Check alternative local parking. The record office has a very small car park for users, and this fills up very quickly. Two disabled spaces are available which can be booked in advance

### Important information

- Admission to the record office is free
- No bags or coats are allowed in the searchroom, we have free lockers in which to put your valuables. You can borrow a clear plastic wallet or a tray from reception to carry your folders, laptop and other essential items into the searchroom
- Staff are not able to undertake research for you although we do have an in-house [research service](#).
- We do not hold birth, marriage and death certificates. If you would like a copy of one of these, you will need to contact the local [registry office](#)
- You can order up to three documents in advance of the day you visit if you have a CARN ticket. Please try to give us at least 24 hours notice.
- You may be able to book a [volunteer](#) to help you with basic family history research and online resources. Please ask at reception or telephone in advance to check availability.

### Photography

You are welcome to bring in a digital camera when you visit the Record Office. You will not be able to use a flash as this can damage documents so please make sure that you can turn the flash off. Please note that not all our documents can be photographed. You must always get permission from the Duty Archivist before you take any photographs and we will ask you to complete and sign a form covering issues relating to publication and copyright. **Charges for taking photographs are as follows: Daily permit - £5.00; Weekly permit - £8.00; Yearly permit - £50.00**

A self service digital camera is also available in the searchroom, which can be used to produce prints from the equipment provided for the price of £1 per print. Please ask at the searchroom desk for details.