



READING ROOM REGULATIONS

1. You may only bring permitted items into the Reading Room including:
 - Pencils
 - Notebooks
 - Personal computers, tablets, a mobile (in silent mode)
 - Handheld cameras
2. Researchers must leave the following prohibited items outside the Reading Room.
 - Coats, bags and umbrellas
 - Food and drink (including sweets chewing gum, water) or smoking paraphernalia
 - Devices that scan images
3. Usually, only one volume, one box, or a limited number of folders at a time will be issued to each researcher. You will not be issued with more records than the limit or without approval from Archives staff.
4. Archives issued to researchers must be handled carefully and you must follow the **handling instructions** issued by staff.
5. Records are not to be deliberately, carelessly or negligently marked, defaced, torn, cut, damaged or destroyed. After use, records should be returned in their original order and condition. Any action deemed to be inappropriate handling of a record will be considered a breach of these Regulations.
6. You must not make tracing of any record.
7. You must not remove or attempt to remove any record or archival material from the Reading Room.
8. You may take photographs or make a digital copy of a record with your own equipment, provided no flash is used, there is no threat of damage to records, and copyright requirements are met. Professional filming or photography is only permitted by prior arrangement (See [Collections Access Policy](#) and [Filming at the Archives: Terms & Conditions](#))
9. Please be considerate of other researchers and archive staff at all times. Prolonged conversations, humming or tapping of pencils can be distracting to others.
10. You must observe emergency procedures and alarms and follow instructions of our staff if asked to evacuate the building for your own safety.
11. Copies of records can be made if there are no restrictions in place.
12. Copies of Government records may be used freely for private research and educational purposes. If material is to be used for commercial publication, exhibition or broadcast the written permission of the Jane Cameron National Archives must first be obtained.
13. Whenever material from the Jane Cameron National Archives is reproduced in any form or in any medium, the user must acknowledge the Jane Cameron National Archives as the source and give all document references. For non-government records it is your responsibility as the user to ensure that copyright is not infringed and any infringement that does occur is your responsibility.