

# Archives and Research Library

## Accessing Archival Material in Storage

At present the museum database does not support public access to its collection database. Therefore please consult with staff who will help determine if material relevant to your search is contained within the museum's collections. If relevant material exists, staff will retrieve the appropriate items, which can then be viewed in the research library.

While most records can be freely accessed, access may be restricted if:

- in accordance with restrictions placed by donors on their material;
- access is likely to endanger the preservation of the item due to its physical state;
- access is likely to breach of privacy
- the records are unprocessed.

## Using the Archives and Research Library

1. Please use only pencil for note taking while consulting archival material. If you do not have a pencil, one can be supplied.
2. Do not mark, crease or otherwise damage material.
3. Avoid leaning or placing extra weight upon archival material. DO NOT rest paper, pads or arms upon material while taking notes.
4. Please retain original organisation of documents. Do not rearrange or disrupt the organisation of material in any way.
5. Due to space and staff limitations some material may only be available for consultation at specifically arranged times. This often applies to maps, plans or large format items.
6. Museum staff may require archive users to take additional precautions while handling or accessing delicate or sensitive material. The most likely would be the requirement to wear cotton gloves (which will be supplied) while handling sensitive material.
7. Failure to take all due precautions to prevent damage to archives or research material can result in the withdrawal of access privileges.

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MUSEUM**

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*Preserving our past....  
...Telling our stories*

