

HEREFORDSHIRE ARCHIVE SERVICE

Checklist for Visitors

Please bring:

- Your **CARN** (County Archive Research Network) reader ticket or valid identification showing your name and current address such as a driving licence, utility bill or bank statement. Please note that passports do not usually contain your address but can be used in conjunction with another form of identification.
- **Pencils** and notepaper. No pens are allowed. We can provide scrap paper if necessary.
- **Your notes.** Please bring any information with you which may help in your research.
- Your **laptop** if required. We have some spaces with sockets and surge protectors for laptop use, although it may be necessary to make use of your machine's batteries if we are busy. Laptop bags must go in the lockers provided.
- **Small change** for the drinks machine if you wish to use it (but not 50p or £1 coins). Drinks are 60p per cup.
- **Camera.** If you might want copies of original documents that are unable to be photocopied, then we may permit the use of your camera. In this instance please ensure that the flash can be switched off. Photography permits are charged at the rate of £3.00 for a daily permit, £10.00 for a weekly permit and £30.00 for an annual permit.

Please Note:

- It is advisable to book microfilm/fiche machines in advance. Computers can be reserved in advance or on arrival.
- We have a small car park, including spaces adjacent to the entrance for blue badge holders.
- No bags/handbags or laptop bags are allowed in the first floor searchroom, although you may bring them up to reception initially if you need to acquire a reader ticket and your identification is inside, before placing them in the free lockers provided.
- Lockers are available on the ground floor to leave your bags, etc. These are free to use and contain a large clear plastic pocket for you to keep together any items you wish to carry with you.
- No food or drink (including chewing gum, sweets and cough sweets) is allowed in the searchroom.
- Mobile phones must be switched off while you are in the searchroom.
- Although we do not have a visitor's common room, there is space in the lobby for you to eat a packed lunch if you bring one. You are also welcome to sit out in the garden. There is a takeaway and other eating places within a short walk from the office.
- There is a lift up to the searchroom if required.
- We cannot supply full birth, death or marriage certificates. These can only be issued by the registrar. We can however, provide contact details for local registrars if required, and entries of baptism, burial and marriage from the parish registers we hold.

Opening hours:

Monday – closed,
Tuesday – Friday 9.15 am - 4.45 pm
The 2nd Saturday each month - 9.15 am – 4.45 pm

Current copying charges per page:

From microfilm/fiche – 30p
From original material – 50p (b/w), £1 (colour)
From catalogues or library books - 10p
Copies printed from the computer – 30p
Photography – see point re digital cameras above