

**COVID-19 Compliant Search Room Procedures
Bruce Castle Museum and Archive**

Bruce Castle Search Room Visitors' Charter

- Researchers will be limited to a single **2.5 hour** session at a time – either a morning session (**10.00am-12.30pm**) or afternoon session (**1.30-4.00pm**).
- **Booking via email or telephone is essential.**
No one will be admitted into the Search Room without an appointment.
- **Bookings are to be made at least one week in advance** where possible.
- Only **one researcher** will be allowed in the Search Room per session. No group bookings are possible. Special arrangements can be made for carers and partners, so please do discuss your specific needs with staff at the time of booking.
- Researchers will **need to discuss and pre-order (via email or telephone) what items they will want to access.** In lieu of a fully accessible catalogue, a conversation with archive staff will identify what records/items can be accessed during the appointment.
- The number of items accessed by researchers may be limited at the discretion of staff.
- **There will be no free movement** around Bruce Castle Museum at any time, you will be collected from the entrance and returned there after your appointment. Bookings for museum exhibitions can be made via the Museum's website.
- **PPE** – for their own safety and the safety of others, we ask that researchers **provide and wear their own masks at all times inside the building.**
- In order to help preserve the archive material, researchers will **not be asked to wear gloves** when handling material. You should wash your hands on arrival and can use the hand sanitisers throughout the building and in the search room.
- **Lockers are available** to deposit bags, coats etc. during your visit, but please only bring as few items to Bruce Castle Museum as possible. Large bags/cases will not be allowed.
- **Please bring your own pencil, eraser and sharpener.** We are not able to supply you with any. Pens are not allowed in the Search Room at any time. Visitors can use their own laptops or tablets.
- **No microfilm access will be available** to researchers. Staff might be able to conduct a quick microfilm search for you, either before or during your visit. This is entirely at staff's discretion. Please discuss with staff at time of booking.
- **Some archive material may not be accessible to researchers,** due to issues around handling and/or quarantine. Other restricted material might include (but not limited to) large items such as some maps, fragile items, items that require special stands or weights. If at all possible, we will make a surrogate copy available for consultation. We will endeavour to inform the researcher of these conditions before their arrival.
- **We ask researchers to please be conscious of what they touch** – we will conduct a thorough clean between each session, but ask that researchers do try and keep their movements within the Search Room and wider building to a minimum.

To keep everyone safe, Haringey Council has chosen to keep COVID measures in place and will review them regularly to ensure that they continue to be appropriate.

We thank researchers and visitors for their patience and understanding during these difficult and unprecedented times.

