

What to expect when visiting the Search Room Bruce Castle Museum and Archive



Welcome!

We are pleased to welcome researchers to Bruce Castle's Search Room. To keep everyone safe, we are working to Haringey Council's COVID19 guidelines, and will review them regularly to ensure that they continue to be appropriate.

Please do read the following and ask a member of staff for any clarification if things are not clear to you. We appreciate that we are having to provide a modified service, and thank you for your understanding and patience during these trying times.

Here is an outline of what you can expect before and during your visit:

Before your visit:

- **All visits should be booked a week in advance** if possible. Please contact us either by phone or email to discuss your visit and what material you want to access.
- Two sessions a day will be available **Wednesdays, Thursdays and Fridays** at either **10.00am-12.30pm** or **1.30-4.00pm**. We are open **one Saturday a month** for the same hours. This is usually the second Saturday of the month, but dates may vary.
- We'll record some personal details from you for the **Government's Test and Trace scheme** and share the data with the relevant authorities if required.
- Please read our Visitors' Charter before your arrival so that you are aware of both our responsibilities to the public, and your responsibilities as a visitor.
- If you can't make your appointment, please let us know with as much notice as possible, so that we can let someone else have the allotted time.

When you arrive:

- Upon arrival at the front of the building, come to the side entrance of the museum (the black gate by the Round Tower – to the left of the building) and call us on **0208 489 4250 Option 2**
- The car park will be available for use, the entrance is on Church Lane. Once you have parked, call us on **0208 489 4250 Option 2**.
- A member of the archives team will come and collect you and get you to sign in at reception.

During your visit:

- For visitor and staff safety, we recommend that visitors continue to use face coverings while inside the building, including while being seated in the Search Room.
- Visitors will be asked to social distance where possible when in the building.
- You can leave your bag and coat in a locker and take your laptop/phone/pencil and paper to the Search Room, but there are no facilities to store large luggage.
- No food or drink is allowed in the Search Room at any time. We do not have any facilities or space available to eat or drink inside the museum.
- You can use the toilets at any point during your visit. Please wash your hands thoroughly and apply hand sanitiser throughout your visit.

In the Search Room:

- We will seat you at a table in the search room. You can fill out a camera permit here to take your own photographs – we do charge for reproductions and camera passes. Please note our fees on our website.
- Your pre-booked documents will be waiting for you on your table.
- No pens are allowed in the Search Room at any time, so please bring your own pencils and erasers.
- Document supports and weights are available.
- Please handle documents with care and respect throughout your visit.
- Doors and a window will be open to allow ventilation into the room. It might be cold in the room in cooler weather, **so please do dress appropriately and bring extra layers.**

After your visit:

- At the end of your session please let staff know you wish to leave, and you will be escorted to the lockers and then reception, where we will note your departure time and let you out of the building.
- Any camera or reproduction fees will be calculated and an invoice will be emailed to you to pay online in due course.
- The Search Room will then be cleaned for the next researcher's visit.

If you have any questions at all concerning your visit, please do ask a member of staff:

by emailing: museum.services@haringey.gov.uk

or calling: **0208 489 4250 Option 2.**

Thank you!

Bruce Castle Museum and Archive

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