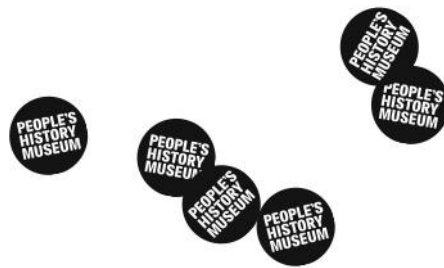


Labour History Archive & Study Centre

People's History Museum
Left Bank
Spinningfields
Manchester
M3 3ER



Guidelines for Access to the Collections

1. Food or drink should not be brought into the reading room, and mobile phones should be turned off. Please keep discussion to a minimum so as not to disturb other users.
2. Coats and bags (including laptop bags) should be placed in the lockers outside the reading room. Umbrellas should be left in the umbrella stand near the door.
3. Only pencils should be used when making notes. Pencils are available in the reading room.
4. Careful handling of the collections is essential. Do not lean on any items or make marks upon them.
5. Do not disturb or rearrange the order of loose papers within a file.
6. Any damaged item should be reported to archive staff.
7. Documents will be issued in limited numbers at the discretion of archive staff and must be returned before further items can be issued. The last document retrieval will be at 4.15pm.
8. Access to uncatalogued collections is at the discretion of the Archivist.
9. Photocopying and photography are allowed subject to the condition of the document and to copyright law. All photocopying is to be done by archive staff and following the completion of a copyright declaration form. Please consult staff and read the digital camera policy before taking any photographs.
10. You should seek the consent of the copyright holder if you wish to publish any item. LHASC will not take responsibility if any breach of copyright occurs, but can give advice on tracing the relevant copyright holder.
11. You are responsible for compliance with the Data Protection Act 1998 in relation to any processing of personal data obtained from the records.
12. A separate form is available if you wish to apply for access to archives covered by the Data Protection Act. Access is at the discretion of the Archivist.

The fire exit is situated out of the reading room door behind the staff desk and up the stairs. The assembly point is near the grass verge at the side of the law courts.