



New Forest Heritage Centre - Search room guidelines

We care for some unique and valuable collections. To help us make sure they are kept safe for future visitors to use, you must follow these regulations when you visit and handle our materials.

We aim to be accessible for all people in our reading room, so please let us know if there are any reasons you are unable to comply with the regulations below and we will do our best to accommodate you.

General

- Leave coats and bags in the lockers provided.
- Make sure your hands are clean, dry and lotion-free.
- Sign the visitors book when you arrive.
- Use only pencils (not pens) for making notes.
- Laptops, notebooks and mobile devices may be brought in.
- No food, drink, chewing gum or sweets!

Handling

- Handle all collection items with care and as directed by staff.
- Read bound volumes on the provided cushions. Use the weights to minimise the need to touch the volumes.
- Flat items should be placed flat on the table – do not lift them.
- Do not remove collection items from protective enclosures.
- Keep paper files and other loose items exactly in the order in which we've issued them to you.
- We reserve the right to advise you on correct handling.

Photography

- You may use cameras and phones to photograph collection items, but please ask us first!
- We reserve the right to refuse photography of any collection item.
- No flash photography.
- Do not remove collection items from protective enclosures.
- Do not lift collection items up from the table; they must be appropriately supported.
- Do not adjust lighting or seating.
- Tripods or copying devices are not allowed.
- You may only take photos for personal research and must observe copyright legislation.

We are happy to answer any queries about collections, handling, or photography; please just ask!