



Reading Room Rules

Archival sources made available to you through the Reading Room service are unique and irreplaceable. It is our responsibility to ensure that they are protected and are easily accessible for future generations. You can help us by handling the items with care which is very important for their long term survival.

On arrival please:

- Leave your bags, cases (including laptop cases) at reception. Ensure any pens remain in your bags as these can accidentally damage archival material.
- Remember to sign in at reception.
- If you have a Reader's Ticket, present it to the Archivist on duty. If you do not have one, once registered, one will be provided for you.

To safeguard our collection, please do not:

- Bring any food or drink, including water, into the Reading Room.
- Use pens or ink – pencils are provided for your use.
- Remove any archival records from the Reading Room.
- Mark or annotate original records in any way, or place items on the floor.
- Dismantle, unfasten or remove folios (pages) from a file or interfere with the original order of papers.

Etiquette in the Reading Room

Our Reading Room is a place for research and quiet study, so we ask that you:

- Be considerate of others while using the Reading Room.
- Do not enter 'Staff Only' areas.
- Put mobile phones on vibrate or silent. If you have to take an important phone call, please do so outside.

Handling and care when using archival materials

Archival records held in our Historical Collections can be very fragile and continuous handling may cause further damage. You can help us prevent this by being mindful of the following:-

- Refraining from licking your finger while turning the pages as this could stain the paper.
- Handle all material carefully, never force a file or volume open. Request assistance.
- Do not lean on or trace from any archival materials or use them as a support during your research.
- If you need to mark a page, slips of paper will be provided to you. Do not use post-it notes or paper clips as these can damage archival documents.
- Do not place open documents on top of each other as this can place unnecessary stress on the documents.

Restriction on the number of archival materials provided

As a security and preservation measure, we limit the number of archival records you can view at any one time. You will be issued up to five (5) items or in some cases this could amount to one (1) box of records.

Accessibility of fragile materials

Whenever we can, we make every attempt to have the original archival record available to you, however, there are some instances when the material is too fragile or in unstable condition, and as such a facsimile is provided. This facsimile in essence is a reference copy. If the item has been extensively damaged, access may be withheld to the original completely. These instances do not occur that often, and if they do, you will be provided with a reason why the item cannot be viewed. However, we will make every effort to find an alternate means to assist you with your search; for example, there may be another archival source with the information you may be seeking.

Thank you for visiting our Reading Room, and please feel free to let us know how we can better serve you by contacting CINA@gov.ky

Charisse Morrison
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