

Archives Made Easy – Visitor Checklist

Before you set off:

1. Have you contacted the archive to let them know you'd like to visit?

Tip: Contacting in advance will give archive teams time to identify what you're looking for and prepare so everything is ready for you on arrival.

2. Do you know what the archive opening times are and other key information?

Tip: Archive services will display opening times alongside other key info such as location, parking available and accessibility guidance on their websites. Visit archives.wales to locate contact details and website links for individual archive services across the country.

What you can bring into a research room:

- ✓ Personal laptops, tablets and chargers
- ✓ Mobile phones (on silent) and handheld cameras (flash off)
- ✓ Pencils (without erasers), paper and notepads for note taking
- ✓ Clear pencil cases and plastic folders containing any notes already taken
- ✓ Audio records
- ✓ Mobility aids
- ✓ Access to medicine – Speak to a member of staff for advice if required

What cannot be brought into a research room:

- × Laptop bags, or bags in general
- × Devices that scan images
- × Any tripods or selfie sticks
- × Coats and umbrellas
- × Any sharp objects – scissors, penknives, pencil sharpeners
- × Pens, erasers, pencil sharpeners or pencils with erasers on the end
- × Food and drink

Important – Many services will ask for a form of ID when you first visit to get you signed up as a user. Some archive services may have additional guidance in place so please do check with the service you want to visit first if you have any questions. You can find contact details for services across Wales at archives.wales.