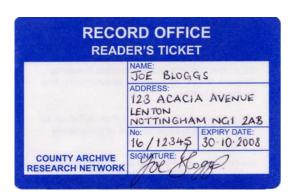


Nottinghamshire Archives

How to Order Archives

When you have found a reference in the indexes, check the catalogues for a full description of the document.

To order an original archival document, you need a **County Archives Research Network (CARN) Reader's Ticket**. Reader's tickets can be issued on presentation of ID bearing a printed name, address and signature, such as a driving licence. If you already have a CARN Ticket from another office, you can use it here as well.

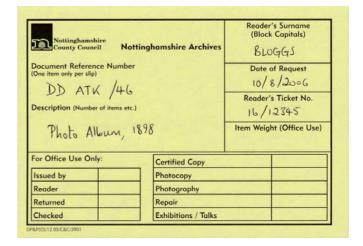


To order documents, complete a yellow request slip, available in dispensers around the search room. Fill in the slip with the reference number, the date, your surname and your Reader's Ticket number.

Every document needs to be put on a separate slip; however, three consecutively numbered items can all go on the same slip. Please ask at Reception for clarification for any specific documents.

Place the slip in the red box on the end of the counter. You can have a maximum of three tickets on each collection. You may submit three slips for a collection even if you are still working on documents from a previous

collection. A list of the collection times is on the reverse of this leaflet.



The next collection time is indicated on the clock next to the red box. At that time, the slips are taken and the documents are retrieved from the strong rooms. This process usually takes between ten and thirty minutes. When the documents are ready, the sign on the pillar will be changed to indicate the most recent collection which is now available. Alternatively, ask at Reception.

To consult documents, wait for the barrier at the Archives Research Area to be released by a member of staff. Open the barrier by pulling it towards you. Hand your ticket to a member of staff at the Document Issue Counter. They will then hand you your slip to sign, to show that you have received your items. You will then be handed your documents.

When you have finished with the documents, return them to the Document Issue Counter. The items will be checked back in and the slip signed by a member of staff. The staff member will then give you the blue portion of the slip as a receipt of what you have seen,

and your Reader's Ticket. When leaving the Archive Research Area, please wait for a member of staff to release the barrier.

If you have not finished with a document, you can ask for it to be kept out. A short form is completed at the Document Issue Counter. Documents can be kept out for up to two weeks after your visit. When you return on your next visit, the documents will be retrieved

as soon as possible. You will not need to wait for the next collection.

You can advance order up to three items before your visit, if notice is given at least 24 hours beforehand. You must provide the document reference numbers and your CARN Reader's Ticket number.

Day	Collection Times
Monday	9.15 9.45 10.15 10.45 11.15 11.45 12.15 1.15 2.15 2.45 3.15 3.45
Tuesday	9.15 9.45 10.15 10.45 11.15 11.45 12.15 1.15 2.15 2.45 3.15 3.45
-	4.15 5.15 6.15
Wednesday	9.15 9.45 10.15 10.45 11.15 11.45 12.15 1.15 2.15 2.45 3.15 3.45
Thursday	9.15 9.45 10.15 10.45 11.15 11.45 12.15 1.15 2.15 2.45 3.15 3.45
Friday	9.15 9.45 10.15 10.45 11.15 11.45 12.15 1.15 2.15 2.45 3.15 3.45
Saturday	9.15 10.15 11.15 11.45