

THE BAILIES OF BENNACHIE LIBRARY AND ARCHIVES – ACCESS CONDITIONS FOR USERS

The Bailies Library and Archive collection is made available to bona fide researchers* in the Garioch Heritage Centre library and research area by courtesy of the Bailies and the Garioch Heritage Society. The Garioch Heritage Centre is open Tuesdays to Saturdays from 10am till 4pm.

It is a reference collection of mainly historic books and other publications, research papers, newscuttings, photographs and media about Bennachie and its environs. [Some other types of material are also included in the collection.]

A supervisor will normally be on hand to give access to the Library catalogue and the Archives lists, and will provide access to requested items, however you may find it useful to contact the Bailies in advance of your visit to establish what is available. [info@bailiesofbennachie.co.uk].

In order to preserve the collection, users must adhere to the following access conditions :

1. On the first visit, users must complete a Registration Card, giving contact details. This information will only be used for Library administration purposes. A Library card will be issued which can be used for future visits.
2. All users must sign the daily Registration Book on each visit
3. Users will be given forms on which to request items for consultation.
4. Only one item at a time will be produced for consultation – either a book or one brown archive folder.
5. Material must be consulted in the library and research area, using archival reading aids provided.
6. All material must be handled with care.
7. Your own notes must be made using pencils – no pens or other ink markers are permitted, and no mark may be made on any item.
8. Hands should be clean.
9. No food or drink is allowed at the research desks.
10. Any photocopying, scanning or photography should adhere to copyright legislation [see copyright notice], be for personal research only and be subject to any restrictions on use required by the Bailies.
11. As this is a reference collection, items will be lent only in exceptional circumstances to those engaged in Bailies' approved research projects, and with the written permission of a Trustee of the Bailies of Bennachie. [contact info@bailiesofbennachie.co.uk]
12. Any such loans will be recorded on the forms provided and must be returned within one month.
13. Items which have been consulted should be returned to the supervisor who will reshelve them.
14. Users must alert the supervisor when they are leaving and sign out using the Registration Book.

***Bona Fide researcher** – a bona fide researcher is defined as meeting one of the following criteria:

- An individual who is carrying out a specific piece of research relating to the history or natural history of Bennachie or its environs; genealogical research; or other related topic.
- Overseas or other short term visitors with specific genealogical or other research enquiries.
- Professional researchers, carrying out paid for research for others. This category of user may require copyright permission from, or to make payment to, the Bailies of Bennachie.
- Students of secondary school who are pursuing projects or research which might benefit from access to the collection. Prior permission should be sought by emailing info@bailiesofbennachie.co.uk and stating the reason for requesting access.
- Educators who are supervising group visits which have been planned and pre-booked via the Garioch Heritage Centre.