# Lucy Gura Archive

*Material request form*

Please use this form to outline the material you wish to consult in the Lucy Gura Archive. You should already have arranged a date to visit the Archive with our archivist ([archives@ees.ac.uk](mailto:archives@ees.ac.uk)), please confirm these details in the form below. Please use our [online catalogue](https://ees.soutron.net/Portal/Default/en-GB/Search/SimpleSearch) to construct your list of requested materials; we recommend no more than three collections per visit.

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Use this space to indicate which materials you wish to consult:***

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| 1. |
| 2. |
| 3. |

Please return this document to the Office ([archives@ees.ac.uk](mailto:archives@ees.ac.uk)) **when booking your visit** to ensure that the materials you have requested will be prepared. If this form is not returned in advance of your visit, your study visit will be rescheduled.

**Proposed time and date of your visit:** .

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| Please sign here to indicate that you have read and agreed to the user guide overleaf | *Signed*  *(Sign when visiting)* | *Date*  *(of visit)* |

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# *User guide*

***Prior to handling:***

* Wash your hands thoroughly before you start working and avoid using hand creams.
* **No food or drink** is to be taken into, or consumed in, the Library or Archive.
* **Pencils only must be used** in the library or archive; no pens are permitted.

***During handling:***

* Do not lick your fingers when turning pages.
* Avoid leaning on or touching the document, please use a paper marker to follow the text.
* Please keep the documents in the order in which you received them.
* Do not remove individual items from files, volumes or boxes.
* Do not de-tag any file.
* Do not attempt to re-file the items in your preferred order.
* Use the reading aids provided to ensure that documents are fully supported.
* Documents should not hang off the edge of your desk or be held when read.
* Do not put items on top of documents.
* Please **do not** deface, mark, or otherwise damage any of our materials. This includes underlining, highlighting or making notes in the margin.

***After handling:***

* Please leave consulted material in the place you worked, packed as you originally received it; office staff will then return the materials following your visit.

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* The archivist may request to see the images that have been made during your visit and to be left a copy.
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